CFCC

Catalog and Student Handbook 2016-2017

CAPE FEAR COMMUNITY COLLEGE

Digitized by the Internet Archive
in 2017 with funding from
North Carolina Digital Heritage Center

https://archive.org/details/capefearcommunit2016cape

Cape Fear Community College

WILMINGTON CAMPUS
411 NORTH FRONT STREET
WILMINGTON, NORTH CAROLINA 28401-3910
(910) 362-7000

NORTH CAMPUS
4500 BLUE CLAY ROAD
CASTLE HAYNE, NORTH CAROLINA 28429-6114
(910) 362-7700

BURGAW CENTER
100 E. INDUSTRIAL DRIVE
BURGAW, NORTH CAROLINA 28425
(910) 362-7900

ALSTON W. BURKE CENTER
621 NC HIGHWAY 210 E.
SURF CITY, NORTH CAROLINA 28445
(910) 362-7930

Affirmative Action/Equal Opportunity College
www.cfcc.edu

CATALOG and STUDENT HANDBOOK
2016-2017

VOLUME XLVI **AUGUST 2016**

Financial Aid......26
Appeal Process for Probationary Semester......28
Applying for Financial Aid......27
Available Aid Programs......26
Eligibility After Graduation......27
Failure to Achieve Satisfactory Academic Progress......28
Financial Need and Expected Family Contribution......27
Foundation Scholarships......30
Maintaining Eligibility for Veterans Educational Benefits......30
Maximum Time Frame......29
Maximum Time Frame Appeal......29
Notification of Awards......27
Programs Not Eligible for Financial Aid......27
Qualitative and Quantitative Standards......28
Return of Federal Funds......29
Satisfactory Academic Progress......27
Student Ambassadors......30
Student Responsibilities......29
Timing of Measurement......28
Tuition/Fees/Books......29
Verification......27
Veterans Educational Benefits......30
Vocational Rehabilitation......30

Expenses......31
Bookstore......32
Electronic Signature Policy for Students......31
Graduation Fees......32
Institutional Indebtedness......32
Insurance......31
Parking and Security Permits......31
Personnel in the Armed Services......32
Refund of Tuition......32
Return Check Guidelines......32
Student Fees......32
Student Identification Card......31
Textbooks, Educational Tools and Fees......32
Transcript of Record......32
Tuition......31

Student Activities......33
Athletics and Intramural Activities......33
Clubs and Organizations......34
Intramural Program......33
Phi Theta Kappa......33
Social Activities......33
Student Ambassadors Program......33
Student Government Association......33
Student Publications......35

General Information......36
Change of Name/Address......36
Children on Campus Policy......36
Dress......36
Housing......36
Lost and Found......36
Parking......36

Student Expectations, Rights, and Responsibilities......36
CFCC Student Code of Conduct......39
Computer Acceptable Use Policy......38
Conduct Warning, Probation, Suspension, and Expulsion......45
Crime Awareness and Campus Security Policy......44
Directory Information......37
Drug and Alcohol Policy......39
Emergency Evacuation......49
Evacuation of Buildings......49
Grievance Procedures......47
Jeanne Clery Act......48
Judicial Board......46
Patent and Copyright Policy......37
Public Complaint Procedures......47
Rights of Administration......38
Rights of Faculty......37
Rights of Parents......37
Rights of Students......37
Sexual/Gender Misconduct Plan and Plan Expectations43
Sexual Harassment......42
Sexual Misconduct......42
Student Complaint Procedures......47
Student Records......36
Tobacco Free Campus Policy......41
Weapons on Campus......49
Zero Tolerance Statement......41

Continuing Education Division......49
Alston W. Burke Center......57
Basic Skills and Career Readiness Department......50
Burgaw Center......57
Community Enrichment Department......52
Corporate and Continuing Education Department......54
General Course Information......49
Healthcare and Life Sciences Department......55
Public Safety Department......56

Online Learning......57

Programs of Study......58
General Education Values Statement......60
College Transfer/University Parallel General Information and Articulation Agreements......60

TABLE OF CONTENTS

College Transfer Programs 66
  Associate in Arts 66
  Associate in Science 71
  Associate in Fine Arts Pre-Major 75
    Music 77
    Theatre 78
    Visual Arts 75

Associate in General Education 81

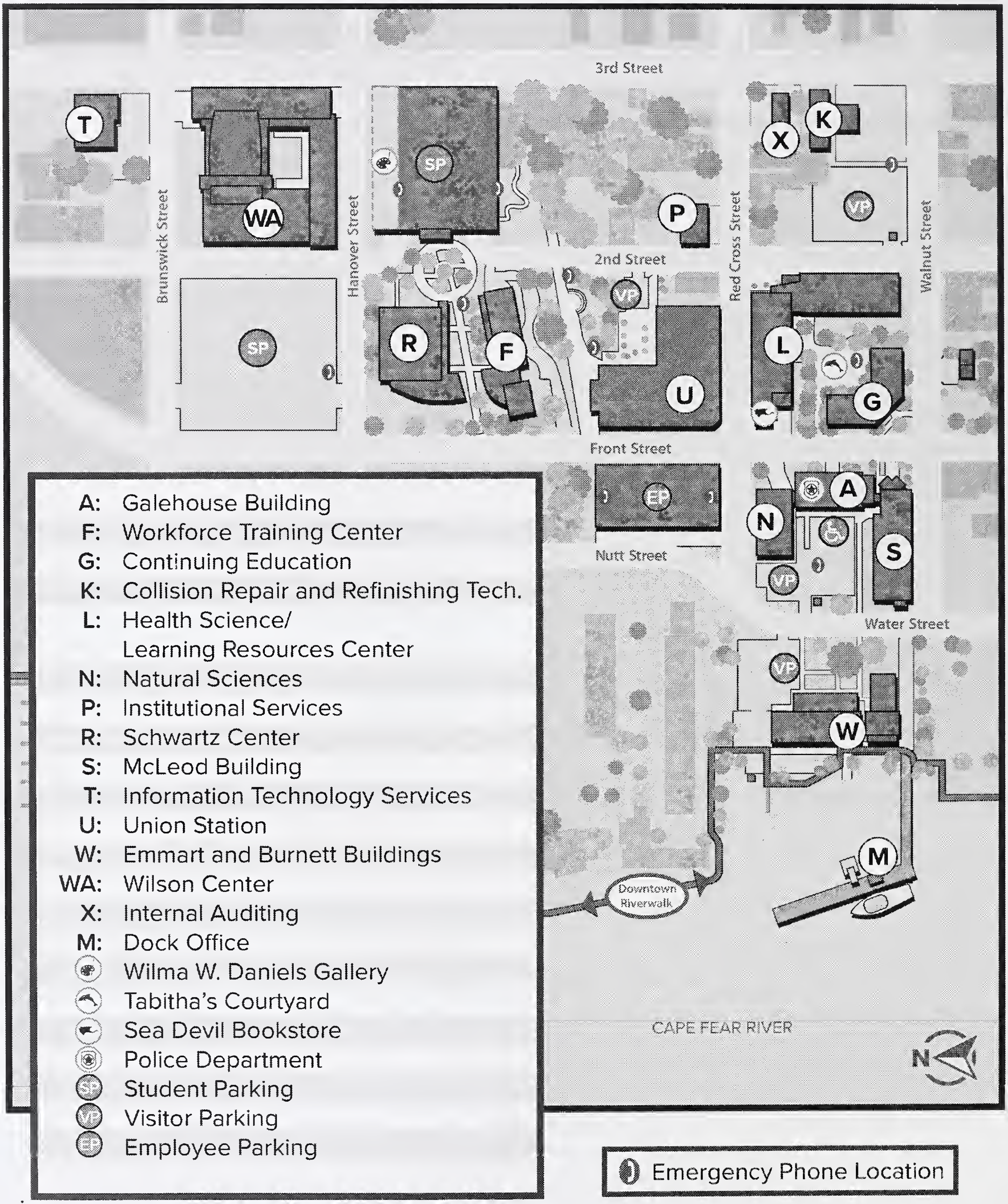
Associate in Applied Science, Diploma and Certificate Programs 81
  Accounting 81
  Air Conditioning, Heating and Refrigeration Technology 84
  Architectural Technology 84
  Associate Degree Nursing 149
  Automotive Customizing Technology 86
  Automotive Systems Technology 87
  Baking and Pastry Arts 89
  Basic Law Enforcement Training 90
  Boat Building (Wooden) 90
  Boat Manufacture and Service 91
  Business Administration 92
    Banking and Finance 94
    Customer Service 94
    Entrepreneurship 94
    International Business 94
    Management and Supervision 95
    Office Systems 93/95
    Project Management 95
  Cardiovascular Sonography 97
  Carpentry 97
  Chemical Technology 98
  Collision Repair and Refinishing Technology 99
  Community Spanish Interpreter 100
  Computer-Integrated Machining 101
  Construction Management Technology 102
  Cosmetology 104
    Cosmetology Instructor 105
  Criminal Justice Technology 106
  Culinary Arts 108
  Dental Assisting 110
  Dental Hygiene 111
  Diesel and Heavy Equipment Technology 113
  Drafting 143
  Early Childhood Education 156
  Electrical Systems Technology 117
  Electronics Engineering Technology 119
  Emergency Medical Science 121
  Esthetics Technology 122
  Film and Video Production Technology 122
  Fire Protection Technology 124
  Healthcare Business Informatics 125
  Hospitality Management 126
  Industrial Systems Technology 128
  Information Technology 130
    Computer Forensics 136
    Information Systems Administration 134
    Information Systems Security 132/135
    Information Technology 135
    Network Administration 133
    Network Technology 135
    Operating Systems Administration 136
    Software Development 133/135
    Virtualization Technology 136
    Web Development 134/136
  Interior Design 137
    Kitchen and Bath Design 138
  Interpreter Education 138
  Landscape Gardening 139
    Retention Pond Management 141
    Sustainable Gardening 141
  Marine Technology 142
  Mechanical Engineering Technology 143
    CAD Drafting 144
  Mechatronics Engineering Technology 145
  Medical Office Administration 146
  Medical Sonography 147
  Nuclear Technology 148
  Nursing Programs 149
    Associate Degree Nursing (RN) 149
    Practical Nursing (LPN) 149
    Nurse Aide 151
  Occupational Therapy Assistant 151
  Paralegal Technology 152
  Pharmacy Technology 154
  Phlebotomy 156
  Plumbing 156
  Practical Nursing (LPN) 150
  Radiography 157
  Real Estate Licensing 158
  Surgical Technology 159
  Sustainability Technologies 159
    Renewable Energy Technology 161
    Sustainable Building Technologies 161
  Truck Driver Training 162
  Welding Technology 162

Course Descriptions 164

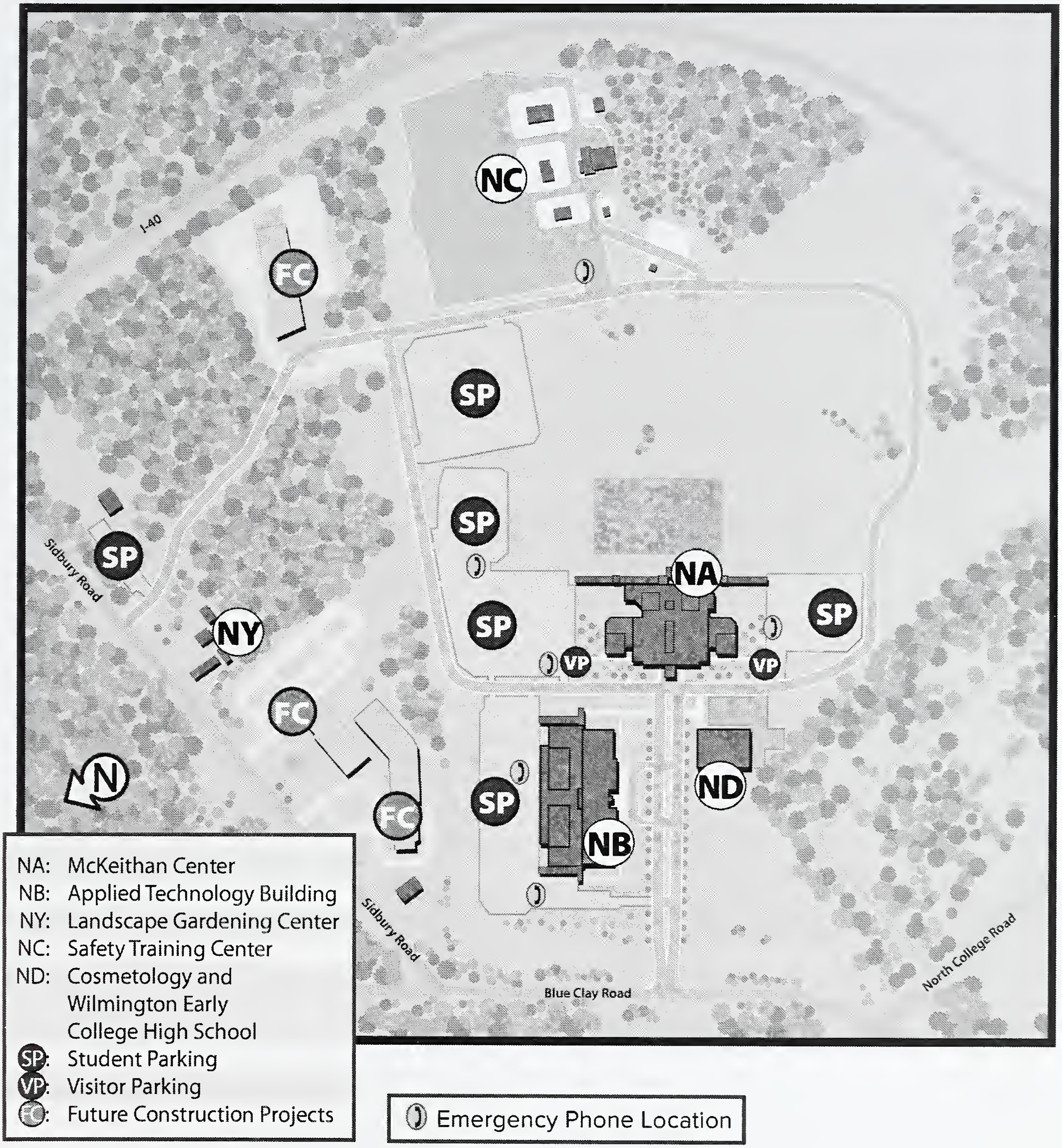
Staff and Faculty 285

Index 305

Wilmington Campus Map


3rd Street
2nd Street
Front Street
Nutt Street
Water Street
Brunswick Street
Hanover Street
Red Cross Street
Walnut Street
T
WA
SP
SP
X
K
P
VP
VP
R
F
U
L
G
EP
A
N
S
VP
VP
W
M
Downtown Riverwalk
CAPE FEAR RIVER
N
A: Galehouse Building
F: Workforce Training Center
G: Continuing Education
K: Collision Repair and Refinishing Tech.
L: Health Science/ Learning Resources Center
N: Natural Sciences
P: Institutional Services
R: Schwartz Center
S: McLeod Building
T: Information Technology Services
U: Union Station
W: Emmart and Burnett Buildings
WA: Wilson Center
X: Internal Auditing
M: Dock Office
Wilma W. Daniels Gallery
Tabitha's Courtyard
Sea Devil Bookstore
Police Department
SP Student Parking
VP Visitor Parking
EP Employee Parking
Emergency Phone Location

North Campus Map


I-40
NC
FC
SP
Sidbury Road
NY
FC
FC
N
SP
SP
SP
NA
SP
VP
VP
SP
NB
ND
Sidbury Road
Blue Clay Road
North College Road

NA: McKeithan Center
NB: Applied Technology Building
NY: Landscape Gardening Center
NC: Safety Training Center
ND: Cosmetology and Wilmington Early College High School
SP: Student Parking
VP: Visitor Parking
FC: Future Construction Projects

☎ Emergency Phone Location

President's Welcome

Thank you for considering Cape Fear Community College! As one of the largest and oldest community colleges in North Carolina, CFCC has helped thousands of students improve their lives through education for more than half a century. At CFCC, there are many opportunities awaiting you and it is our hope that you will find a class, a program and ultimately a career path that you will find rewarding.

Our curriculum features over 50 academic and job training programs which offer two-year associate degrees along with a variety of diploma and certificate options for specialized training. Many of our programs have been recognized by national and regional accrediting agencies and other professional organizations for achieving high standards and best practices.

We take pride in our college, but more importantly, we take pride in the success of our students. Each member of our faculty and staff is here to help you reach your goal. Our class sizes are designed to be small so that students can experience individualized instruction whenever possible. In addition, there are numerous resources outside the classroom which can provide extra academic and personal support if you need it.

Our employees are experts in their fields and are the most dedicated and talented you'll find at any college or university. All of these resources are offered as part of the collective CFCC experience which is designed to help you reach your educational goal, whether it is to earn a degree, improve your job skills or prepare for a new career.

Sincerely,

Amanda K. Lee

Amanda K. Lee, Ph.D.
CFCC President

State Board of Community Colleges

Dr. Linwood Powell, Chair	Fayetteville
Ms. Priya Balakrishnan	
Dr. Breeden Blackwell	
The Honorable Janet Cowell	Raleigh
Ms. Lisa Estep	Wilmington
The Honorable Dan Forest	Charlotte
Mr. Jimmie E. Ford	Goldsboro
Mr. Wade Bryan "Bobby" Irwin, Jr.	Sparta
Mr. Tod Johnson	
Ms. Janet Lowder	Albemarle
Mr. Ernest C. Pearson	Sanford
Dr. Samuel Powell	Burlington
Mr. Edward "Lynn" Raye	Marshville
Mr. Lee Roberts	
Mr. James Rose	
Dr. Darrell Saunders	Archdale
Mr. Scott Shook-Chair	Greenville
Mrs. Yolanda Stith	
Mr. Clark Twiddy	
Mr. Jerry Vaughan	Charlotte
Dr. Candler Willis	Zirconia

Local Board of Trustees

Mr. John R. Babb	Wilmington
The Honorable Jonathan Barfield	Wilmington
Mr. Louis A. Burney, Jr.	Wilmington
Ms. Ann M. David	Wilmington
Mr. Alexander D. Guy	Surf City
Mr. Jason C. Harris	Wilmington
Mr. Samuel R. Ibrahim	Wilmington
Dr. Charles R. Kays	Wilmington
Mr. John F. Melia	Wilmington
Mr. David L. Ray	Wilmington
Ms. Mary Lyons Rouse	Wilmington
Mr. William R. Turner, Jr.	Wilmington
Mr. Mat F. White	Wilmington
President, Student Government Association CFCC	

Mission Statement
for the North Carolina Community College System

The mission of the North Carolina Community College System is to open the door to high-quality, accessible educational opportunities that minimize barriers to post-secondary education, maximize student success, and improve the lives and well-being of individuals by providing:

- Education, training and retraining for the workforce, including basic skills and literacy education, occupational and pre-baccalaureate programs.

- Support for economic development through services to and in partnership with business and industry.

- Services to communities and individuals, which improve the quality of life.

Adopted by the State Board of Community Colleges, October 1993; revised March 1994, April 1994; reaffirmed January 1998; revised and adopted June 1998; revised and adopted September 2006.

Mission Statement
for Cape Fear Community College

Cape Fear Community College is an open door, multi-campus, comprehensive community college that strengthens the academic, economic, social and cultural life of the citizens of New Hanover and Pender counties.

As a member of the North Carolina Community College System, Cape Fear Community College fully supports the system mission and fulfills its purposes by:

- Focusing on vocational, technical, pre-baccalaureate, literacy education, and continuing education programs and services;
- Recruiting, enrolling, advising and retaining a diverse student body;
- Recruiting, retaining and developing a highly qualified and diverse faculty and staff who are dedicated to quality education and service to the College and the community;
- Evaluating existing programs and implementing new curricula and instructional strategies to serve the changing needs of the service area;
- Providing support services that help students succeed;
- Enhancing student life through clubs, cultural activities, leadership opportunities, and athletics; and
- Interacting and cooperating with others to encourage, promote and facilitate economic and community development.

Approved by the CFCC Board of Trustees, March 23, 1995; revised January 18, 1996; revised November 19, 2003; reaffirmed January 26, 2006; reaffirmed September 10, 2010, reviewed September 2015.

Cape Fear Community College
Vision Statement

"Cape Fear Community College: Building a future-oriented world-class workforce and a community of lifelong learners in partnership with regional businesses and agencies. Imagine the possibilities!"

Approved by the CFCC Board of Trustees, March 26, 1998.

About the College

Cape Fear Community College is a comprehensive community college that offers education and training services through numerous (1) **TECHNICAL/VOCATIONAL CURRICULA** in such broad areas as health care, business, engineering technologies, computer sciences, architecture/construction/interior design, law enforcement and numerous other fields, (2) **COLLEGE TRANSFER/UNIVERSITY PARALLEL** studies in the freshman and sophomore years of baccalaureate programs, and (3) a host of **CONTINUING EDUCATION** programs that can be broadly clustered into such categories as Basic Skills (including Adult High School and GED, among other programs), Occupational Extension (custom-designed training related directly to the in-service training needs of various professions), and Community Services/Self-Supporting classes that may include a wide range of avocational interests.

The core of the College's mission is world-class workforce development.

CFCC is one of fifty-eight institutions comprising the North Carolina Community College System. The North Carolina Community College System and its constituent institutions operate in accord with legislation enacted by the North Carolina General Assembly and as contained in Chapter 115D of the North Carolina General Statutes. Governance of Cape Fear Community College is further defined by policies, rules, and procedures as promulgated in accord with state and federal laws by the North Carolina State Board of Community Colleges, the Cape Fear Community College Board of Trustees, and College officials.

Cape Fear Community College's official service area includes New Hanover and Pender counties. CFCC's Wilmington campus is located in downtown Wilmington and the North Campus is located in Castle Hayne. CFCC offers classes at the Burgaw Center and at the Alston W. Burke Center in Pender County. Several CFCC technical and vocational programs are unique to southeastern North Carolina and to the state as a whole, and the College therefore serves as a regional provider of workforce training. The number of different students annually enrolling at the College typically exceeds 27,000.

Calendar 2016-2017

Fall Semester 2016

Advisement Period Begins for Currently Enrolled Students	
Web Registration Begins for Currently Enrolled Voc/Tech	April 11-23, 2016
Web Registration Begins for Currently Enrolled College Transfer	Mon, April 18, 2016
Web Registration Begins for all New, Returning, and Special Students	Mon, April 25, 2016
Last Day to Pay for Fall Classes	Wed, Aug 10, 2016
Purge-Registration Unavailable All Day	Thurs, Aug 11, 2016
Faculty Return	Mon, Aug 15, 2016
In Service for Faculty & Staff	Wed, Aug 17, 2016
Final Registration Day & Deadline for Dropping a Class with 100% Refund	Thurs, Aug 18, 2016
Classes Begin	Fri, Aug 19, 2016
Saturday Classes Begin	Sat, Aug 20, 2016
Last Day to Request a 75% Refund	Tues, Aug 30, 2016
Grade of "W" Begins Through 10/27	Wed, Aug 31, 2016
Labor Day-College Closed	Mon, Sept 5, 2016
Riverfest-Fall Break-No Classes-College Open	Fri, Oct 7, 2016
Riverfest-Fall Break-College Closed	Sat, Oct 8, 2016
1st Mini Session Ends	Mon, Oct 17, 2016
Last Day to Withdraw with Grade of "W"	Thurs, Oct 27, 2016
Saturday Classes End	Sat, Oct 29, 2016
Spring 2017 Advising Begins	Mon. Oct 31, 2016
Voc/Tech Priority Registration Begins	Mon, Oct 31, 2016
Last Day to File an Intent to Graduate for Fall Semester	Fri, Nov 4, 2016
College Transfer Priority Registration Begins Spring 2017 Advising Continues	Mon, Nov 7, 2016
Special Credit Priority Registration Begins	Mon, Nov 14, 2016
New and Returning Student Registration Begins	Mon, Nov 21, 2016
Thanksgiving Break-No Classes-College Open	Tues-Wed, Nov 22-23, 2016
Thanksgiving Break-College Closed	Thurs-Sat, Nov 24-26, 2016
Classes End	Fri, Dec 16, 2016
Grades Due by Noon	Mon, Dec 19, 2016
Christmas Break-College Closed	Fri-Tues, Dec 23-27, 2016
Last Day to Pay for Spring 2017 Classes	Wed, Dec 28, 2016
Purge-Registration Unavailable All Day	Thurs, Dec 29, 2016
New Year's Day Observed-College Closed	Mon, Jan 2, 2017
Faculty Return	Tues, Jan 3, 2017

Refund of Tuition

100% through Thurs, Aug 18, 2016
75% through Tues, Aug 30, 2016
None Thereafter

1st Mini Session-Fall Semester 2016

Last Day to Pay for Fall Classes	Wed, Aug 10, 2016
Purge-Registration Unavailable All Day	Thurs, Aug 11, 2016
Final Registration Day & Deadline for Dropping a Class with 100% Refund	Thurs, Aug 18, 2016
Classes Begin	Fri, Aug 19, 2016
Last Day to Request a 75% Refund	Wed, Aug 24, 2016
Grade of "W" Begins Through 9/22	Thurs, Aug 25, 2016
Labor Day-College Closed	Mon, Sept 5, 2016
Last Day to Withdraw	Thurs, Sept 22, 2016
Riverfest-Fall Break-No Classes-College Open	Fri, Oct 7, 2016
Riverfest-Fall Break-College Closed	Sat, Oct 8, 2016
Classes End	Mon, Oct 17, 2016
Grades Due by Noon	Tues, Oct 18, 2016

Refund of Tuition

100% through Thurs, Aug 18, 2016
75% through Wed, Aug 24, 2016
None Thereafter

2nd Mini Session-Fall Semester 2016

Last Day to Pay for Fall Classes	Wed, Aug 10, 2016
Purge-Registration Unavailable All Day	Thurs, Aug 11, 2016
Final Registration Day & Deadline for Dropping a Class with 100% Refund	Mon, Oct 17, 2016
Classes Begin	Tues, Oct 18, 2016
Last Day to Request a 75% Refund	Fri, Oct 21. 2016
Grade of "W" Begins Through 11/18	Mon, Oct 24, 2016
Last Day to Withdraw with Grade of "W"	Fri, Nov 18, 2016
Thanksgiving Break-No Classes-College Open	Tues-Wed, Nov 22-23, 2016
Thanksgiving Break-College Closed	Thurs-Sat, Nov 24-26, 2016
Classes End	Fri, Dec 16, 2016
Grades Due by Noon	Mon, Dec 19, 2016

Refund of Tuition

100% through Mon, Oct 17, 2016
75% through Fri, Oct 21, 2016
None Thereafter

Spring Semester 2017

Advising Begins	Mon, Oct 31, 2016
Voc/Tech Priority Registration Begins	Mon, Oct 31, 2016
College Transfer Priority Registration Begins Advising Continues	Mon, Nov 7, 2016
Special Credit Priority Registration Begins	Mon, Nov 14, 2016
New and Returning Student Registration Begins	Mon, Nov 21, 2016
Last Day to Pay for Spring 2017 Classes	Wed, Dec 28, 2016
Purge-Registration Unavailable All Day	Thurs, Dec 29, 2016
New Year's Day Observed-College Closed	Mon, Jan 2, 2017
Faculty Return	Tues, Jan 3, 2017
Final Registration Day & Deadline for Dropping a Class with 100% Refund	Wed, Jan 4, 2017
Classes Begin	Thurs, Jan 5, 2017
Saturday Classes Begin	Sat, Jan 7, 2017
Martin Luther King Day-College Closed	Mon, Jan 16, 2017
No Classes-College Open	Tues, Jan 17, 2017
Last Day to Drop for 75% Refund	Wed, Jan 18, 2017
Grade of "W" Begins Through 3/22	Thurs, Jan 19, 2017
Spring Break-No Classes	Sat, Mar 4, 2017
Spring Break-No Classes-College Open	Mon-Fri, Mar 6-10, 2017
Last Day to File an Intent to Graduate for Spring	Fri, Mar 17, 2017
Sat Classes End	Sat, Mar 18, 2017
Advising Begins for Summer and Fall Semesters	
Voc/Tech Priority Registration Begins	Mon, Mar 20, 2017
Last Day to Withdraw and Receive a "W"	Wed. Mar 22, 2017
Advising Period Continues for Summer and Fall Semesters College Transfer Priority Registration Begins	Mon, Mar 27, 2017
Special Credit Priority Registration Begins	Mon, Apr 3, 2017
Azalea Festival-No Classes-College Open	Thurs-Fri, Apr 6-7, 2017
Azalea Festival-College Closed	Sat, Apr 8, 2017
New and Returning Student Registration Begins	Mon. Apr 10, 2017
Easter Holiday-College Closed	Fri-Sat, Apr 14-15, 2017
Classes End	Wed, May 10, 2017
Grades Due by 5pm	Thurs, May 11, 2017
Commencement	Fri, May 12, 2017

Refund of Tuition

100% through Wed, Jan 4, 2017
75% through Wed, Jan 18, 2017
None Thereafter

1st Mini Session-Spring Semester 2017

Final Registration Day & Deadline for Dropping a Class with 100% Refund	Wed, Jan 4, 2017
Classes Begin	Thurs, Jan 5, 2017
Last Day to Drop for a 75% Refund	Tues, Jan 10, 2017
Grade of "W" Begins Through 2/9	Wed, Jan 11, 2017
Martin Luther King Day-College Closed	Mon, Jan 16, 2017
No Classes-College Open	Tues, Jan 17, 2017
Last Day to Withdraw with Grade of "W"	Thurs, Feb 9, 2017
Classes End	Fri, Mar 3, 2017
Grades Due by Noon	Mon, Mar 6, 2017

Refund of Tuition

100% through Wed, Jan 4, 2017
75% through Tues, Jan 10, 2017
None Thereafter

2nd Mini Session-Spring Semester 2017

Final Registration Day & Deadline for Dropping a Class with 100% Refund	Fri, Mar 10, 2017
Classes Begin	Mon, Mar 13, 2017
Last Day to Request a 75% Refund	Thurs, Mar 16, 2017
Last Day to File an Intent to Graduate for Spring Grade of "W" Begins Through 4/18	Fri, Mar 17, 2017
Azalea Festival-No Classes-College Open	Thurs-Fri, Apr 6-7, 2017
Azalea Festival-College Closed	Sat, Apr 8, 2017
Easter Holiday-College Closed	Fri-Sat, Apr 14-15, 2017
Last Day to Withdraw with Grade of "W"	Tues, Apr 18, 2017
Classes End	Wed, May 10, 2017
Grades Due by 5pm	Thurs, May 11, 2017

Refund of Tuition

100% through Fri, Mar 10, 2017
75% through Thurs, Mar 16, 2017
None Thereafter

Summer Semester 2017
(8 and 10 week)

Advising Begins-Voc/Tech Priority Registration Begins	Mon, Mar 20, 2017
College Transfer Priority Registration Begins Advising Period Continues	Mon, Mar 27, 2017
Special Credit Priority Registration Begins	Mon, Apr 3, 2017
New and Returning Student Registration Begins	Mon, Apr 10, 2017
Final Registration Day & Deadline for Dropping a Class with 100% Refund	Fri, May 19, 2017
Classes Begin	Mon, May 22, 2017
8 Week-Last Day to Request a 75% Refund	Thurs, May 25, 2017
10 Week-Last Day to Request a 75% Refund	Fri, May 26, 2017
8 Week-Grade of "W" Begins	Fri, May 26, 2017
Memorial Day-College Closed	Mon, May 29, 2017
10 Week-Grade of "W" Begins Through 7/3	Tues, May 30, 2017
Last Day to File an Intent to Graduate for Summer	Fri, Jun 16, 2017
8 Week-Last Day to Withdraw with Grade of "W"	Fri, Jun 23, 2017
10 Week-Last Day to Withdraw with Grade of "W"	Mon, Jul 3, 2017
Independence Day-College Closed	Tues, Jul 4, 2017
8 Week-Classes End	Tues, Jul 18, 2017
10 Week-Classes End	Tues, Aug 1, 2017
Grades Due by Noon	Wed, Aug 2, 2017
Commencement	Fri, Aug 4, 2017
Faculty Return	Mon, Aug 14, 2017

Refund of Tuition

100% through Fri, May 19, 2017
75% (8 Week) through Thurs, May 25, 2017
75% (10 Week) through Fri, May 26, 2017
None Thereafter

1st Mini Session-Summer Semester 2017
(4 and 5 week)

Final Registration Day & Deadline for Dropping a Class with 100% Refund	Fri, May 19, 2017
Classes Begin	Mon, May 22, 2017
4 Week-Last Day to Request a 75% Refund	Tues, May 23, 2017
5 Week-Last Day to Request a 75% Refund	Wed, May 24, 2017
4 Week-Grade of "W" Begins	Wed, May 24, 2017
5 Week-Grade of "W" Begins Through 6/12	Thurs, May 25, 2017
4 Week-Last Day to Withdraw with Grade of "W"	Wed, Jun 7, 2017
5 Week-Last Day to Withdraw with Grade of "W"	Mon, Jun 12, 2017
4 Week-Classes End	Mon, Jun 19, 2017
5 Week-Classes End	Mon, Jun 26, 2017
Grades Due by Noon	Tues, Jun 27, 2017

Refund of Tuition

100% through Fri, May 19, 2017
75% (4 Week) through Tues, May 23, 2017
75% (5 Week) through Wed, May 24, 2017
None Thereafter

2nd Mini Session-Summer Semester 2017
(4 and 5 week)

Final Registration Day & Deadline for Dropping a Class with 100% Refund	Mon, Jun 26, 2017
Classes Begin	Tues, Jun 27, 2017
4 Week-Last Day to Request a 75% Refund	Wed, Jun 28, 2017
5 Week-Last Day to Request a 75% Refund	Thurs, Jun 29, 2017
4 Week-Grade of "W" Begins	Thurs, Jun 29, 2017
5 Week-Grade of "W" Begins Through 7/18	Fri, Jun 30, 2017
Independence Day-College Closed	Tues, Jul 4, 2017
4 Week-Last Day to Withdraw with Grade of "W"	Thurs, Jul 13, 2017
5 Week-Last Day to Withdraw with Grade of "W"	Tues, Jul 18, 2017
4 Week-Classes End	Tues, Jul 25, 2017
5 Week-Classes End	Tues, Aug 1, 2017
Grades Due by Noon	Wed, Aug 2, 2017

Refund of Tuition

100% through Mon, Jun 26, 2017
75% (4 Week) through Wed, Jun 28, 2017
75% (5 Week) through Thurs, Jun 29, 2017
None Thereafter

Admissions

CFCC operates under an "open door" policy. This means that the College offers instruction to all adults. So if you are 18 years of age or older, or if you have a high school diploma or equivalent, and can benefit from courses and programs offered by our College, WE WELCOME YOU. While CFCC advises all students to seek a high school diploma or equivalent, admission to certain certificate programs may be granted without prior completion of a diploma or GED®. In addition, admission to the college does not mean that students will be admitted immediately to a program with specified admissions requirements.

Admission to degree, diploma, and certain certificate programs has additional requirements including high school graduation, official transcripts, placement testing, and medical examinations. Contact the Admissions Office for specific program requirements.

The College reserves the right to refuse admission or readmission to any applicant during any period of time that the student is suspended or expelled from any other educational entity. 23 SBCCC 02C.0301 (d).

The College reserves the right to refuse admission to any applicant if it is necessary to protect the safety of the applicant or other individuals. 23 SBCCC 02C.0301 (e) and (f).

Applicants who are refused admission have the right to an appeal. To initiate such an appeal, the applicant must submit a written appeal to the Vice President for Student Services and Enrollment Management within five (5) calendar days after being notified of the refusal to admit. The Vice President for Student Services and Enrollment Management will present the appeal to the Judicial Board within (5) calendar days of receipt of the written appeal. If the student wishes to appear before the Judicial Board, the request must be included in the written appeal. The Vice President for Student Services and Enrollment Management will notify the applicant of the Judicial Board's decision. The decision of the Judicial Board shall be final with no further appeals.

Admission as a Non-Degree Seeking Student

Students who do not wish to enter degree or diploma programs may enter CFCC as "special credit" students. Students admitted as special credit students may carry only a part-time course load. Special credit students must meet course prerequisites including Placement testing. Admission as a special credit student does not constitute admission to any curriculum program. Special credit students may attempt no more than 18 credit hours without meeting admissions requirements. Students who exceed this number will not be permitted to register until admissions requirements are met. Students who enter a curriculum program from special credit status, veterans, and Financial Aid recipients must meet all admissions requirements prior to time of registration. Exceptions are programs which do not culminate in a degree, diploma or certificate. Admissions requirements do not apply to these programs.
http://cfcc.edu/admissions/non-traditional-admissions/

Selective Admission/Health Science Programs

Students applying for admission to health science programs must meet general college admission requirements as well as specific program requirements. Each of the selective admission programs requires that applicants be a high school graduate or have a High School Equivalency, meet the minimum placement test scores required for the specific curriculum program and complete the program application process by the deadline established for that particular program. Prior college course completion with a grade of "C" or better in English and math could eliminate the placement test requirement. Students will need to consult with counselors or academic advisors.

Certain CFCC academic programs have additional entrance requirements beyond general admissions to the College. Selective admission programs at the College include: Associate Degree Nursing, Cardiovascular Sonography, Dental Assisting, Dental Hygiene, Nursing Transition, Occupational Therapy Assistant, Pharmacy Technology, Phlebotomy, Practical Nursing, Radiography, Regionally Increasing Baccalaureate Nursing (RIBN), Sonography, and Surgical Technology.

Students may visit the Counseling Office for specific program requirements and applications or visit our website at http://cfcc.edu/studentservices/health/

Admission of Transfer Students

1. Transfer students must complete CFCC's admission requirements (see General Admission Process). Official transcripts of undergraduate coursework from regionally accredited institutions are required for transfer credit, eligibility for veterans' benefits, placement testing waivers, and health science applicants. Graduate and post-graduate level transcripts are not required. Transcripts should be sent immediately after applying to the College but no later than 2 weeks prior to registration.

2. Only courses with a grade of "C-" or better can be transferred from other institutions to CFCC.

   a. CFCC will accept courses completed with a grade of "C-" or above as they apply to the student's program of study.

   b. Credits are transferable from regionally accredited two and four year institutions within the United States. Courses are transferred that compare in content, quality and credit hours to those offered at CFCC.

   c. Transcripts of course work completed at a college or university located outside of the United States must be accompanied by (1) a certified English translation and course evaluation (2) course descriptions if transfer credit is needed. Contact the Director of Enrollment Management for acceptable translation and evaluation agencies.

d. Credit for Military Experience--Veteran applicants should submit an official military transcript to the College in order to request credit for previous military experience and training. The College grants credit where applicable for military service schools in accordance with the recommendations of the American Council on Education's Guide To The Evaluation Of Educational Experiences In The Armed Services. Credit recommended must be consistent with the requirements and objectives of an academic program in order to be granted. Students should be aware that the transferability of these credits is totally at the discretion of the receiving institution and that Cape Fear Community College makes no guarantee of such transfer.

3. Some courses that depend heavily on technology, speed and accuracy, physical skills, and/or language skills will be subject to review after five years unless the student has been continuously enrolled. Courses subject to review may include, but not limited to, keyboarding, computer, foreign languages, developmental, and trades courses.

4. Credits transferred from other institutions will be noted on the student's CFCC transcript. Grades achieved at other institutions will not be used in the grade point average computation at CFCC.

5. Credit gained through advanced placement testing will require official transcripts from the testing agency.

6. Experiential learning, proficiency testing, and work based learning experience will not be transferred as course work to CFCC.

7. Students who wish to receive transfer credit should submit official copies of all transcripts two weeks prior to registration so that evaluation of transfer credit can be completed. Faxed transcripts are not acceptable.

8. To receive a degree, diploma or certificate from CFCC, transfer students must complete at least 25 percent of program requirements at CFCC.

Re-Admission of Curriculum Students

Students (including CFCC graduates) returning to CFCC who have not been enrolled for two (2) or more academic years must submit a new Admissions Application. Students must also meet the admissions requirements for the current program of study including evaluation of all coursework earned at CFCC and other institutions.

Some courses that depend heavily on technology, speed and accuracy, physical skills, and language skills will be subject to review after five years unless the student has been continuously enrolled. Courses subject to review may include, but not limited to, keyboarding, computer, foreign languages, developmental, and trades courses.

Admission of Transient Students

Transient students are those who are admitted and enrolled in another college or university and wish to enroll in CFCC as a full-time student for one academic session.

Transient students must:
- Submit a completed CFCC Admission Application.
- Submit written permission from their home institution to enroll in CFCC.
- Provide verification of completion of applicable prerequisites prior to enrolling in CFCC courses.

Provisional Admission

Provisional admittance is granted during Final Registration Day only. Students whose official high school transcripts have not been received by the Admissions Office at the time of registration may be admitted provisionally. Financial Aid will not be available to a student who is provisionally accepted until the final official transcript is received in the Admissions Office. All admissions requirements must be met within thirty (30) calendar days from the first day of the academic session. Those students who do not meet admissions requirements within thirty (30) calendar days may be dropped from courses, and financial aid benefits may also be jeopardized. Students will not be allowed to register for upcoming semesters until all admission requirements are met. Students must take the placement test prior to registration to meet course prerequisites.

Special Credit-Lifelong Learners

Students who have no desire or intention to work toward a degree, diploma, or certificate and wish to take classes for personal development, enrichment, or simply for the joy of learning may enroll as a Lifelong Learner. To be admitted as a Lifelong Learner, the student need only submit a completed college application for admission. Students admitted as Lifelong Learners may carry only a part-time course load and must have their registration approved by a counselor. Lifelong Learners must meet and verify course prerequisites including placement testing. Official post-secondary transcripts are required; faxed transcripts are not acceptable. Admission as a Lifelong Learner does not constitute admission to any curriculum program. A Lifelong Learner who wishes to be reclassified as a regular student must complete admission requirements as outlined in the General Admissions Process in this catalog. Lifelong Learners are not eligible to receive financial aid or Veteran's benefits.

The North Carolina Career and College Promise: College Opportunities for High School Students

The Career and College Promise Program allows qualifying high school students the opportunity to enroll in college classes in order to earn both high school and college credit upon successful completion of CFCC courses. This program offers the following pathways:

- Career and Technical Education Pathway
- College Transfer Pathway
- Cooperative Innovative High School Pathway (or Early College High School)

The Career Technical Education Pathway allows high school students the opportunity to enroll in a CFCC CTE Pathway that aligns with their high school career cluster programs. To be accepted into this program, students must meet the following criteria*:

- Be a high school junior or senior;
- Have a weighted GPA of 3.0 on high school courses or have the approval of the high school principal or designee;

*Some CTE Pathways include courses that require testing prerequisites for enrollment.

The College Transfer Pathway allows high school juniors and seniors the opportunity to complete core general education classes required during the first two years of a four-year degree. To be accepted to this program, students must meet the following criteria:

- Be a high school junior or senior;
- Have a weighted high school GPA of 3.0 or higher ;
- Demonstrate college readiness in English, Reading, and Math on an assessment or placement test such as the PLAN, PSAT, SAT, ACT, or the CFCC Placement Test.
- Meet all program prerequisites.

The Cooperative Innovative Pathway or Early College High School allows students the opportunity to earn a high school diploma and up to two years of college credit within five years. CFCC partners with New Hanover County Schools and Pender County Schools to host two early college high schools. Pender Early College High School (PECHS) and Wilmington Early College High School (WECHS) are high schools located on the campuses of CFCC. Both early colleges enroll rising ninth-graders each year. Students must have the desire to attend a smaller school with high expectations for academics and behavior. Admission to the program is granted by each respective school system.

For more information on college courses available to qualifying high school students, visit our website at http://www.cfcc.edu/ccp.

Admission of Out-of-State Students

Out-of-state students are admitted under the same admissions requirements as residents of North Carolina. Residency classification for out-of-state students will be determined at the time of admissions according to the laws of the State of North Carolina. General Statute 116-143.1 specifically states that to qualify as a resident for tuition purposes, a person must have established legal residence (domicile) in North Carolina and maintained that legal residence for at least 12 months immediately prior to his or her classification as a resident for tuition purposes. Furthermore, a person must establish that his or her presence in the state currently is, and during the requisite 12-month qualifying period was, for purposes of maintaining a bona fide domicile rather than of maintaining a mere temporary residence or abode incident to enrollment in an institution of higher education. Consequently, the fact that a person has resided in the state for 12 months does not in itself constitute in-state residency. Special rules and circumstances may affect the assessment of domicile for minors, married persons, active members of the armed forces and their dependents, aliens, federal personnel and prisoners. Exceptions are also made for families transferred by business within the past 12 months (up to 1% of total out-of-state students), students with employer-paid tuition, lawfully admitted public high school graduates, non-profit corporation sponsorships, and emergency workers.

Applicants wishing additional information about the laws of North Carolina governing residency classification for students should contact the Director of Enrollment Management's office where copies of the law are maintained or log on to www.ncleg.net for NC General Statutes.

Residency Appeal

If a student wishes to appeal the residency classification, he/she must submit a Residence and Tuition Status Application (available in the Student Services and Enrollment Management Office and on the College's website) to the Office of the Director of Enrollment Management. It is the student's responsibility to provide the College with the necessary information to prove in-state status. Residence and Tuition Status Applications must be submitted within the first ten (10) days of the semester in which the student is appealing the out-of-state status. Legal documentation supporting a student's claim for in-state status must be attached at the time the application is submitted. Examples include NC State tax return, voter registration, vehicle registration, personal property taxes, driver's license/State I.D. etc. If the student chooses to appeal the classification assigned by the Director of Enrollment Management's Office, he/she may appeal to the State level by filing a written appeal to the Director of Enrollment Management within ten (10) days following the Enrollment Office's decision (electronic submissions are not acceptable). This appeal must include a statement of intent and grounds for appeal. The decision of the State Appeals' Committee is final.

Note: Beginning February 2017, the Residency Determination Service (RDS) established by the NC State Legislature will determine all future residency classifications, re-classifications, and appeals. CFCC will no longer determine the tuition status, in state or out of state, for students.

Admission of International Students

Cape Fear Community College does not issue the necessary documents to obtain the F, J, or M student visas. Other visas may be acceptable for admission. Contact the Director of Enrollment Management for further information.

General Admissions Process

New students should complete all admission requirements at least two weeks prior to registration.

1. APPLICATION An application for admission must be submitted prior to placement testing and registration. Applications may be submitted online at www.cfcc.edu. Valid email addresses are required for electronic applications.

2. OFFICIAL HIGH SCHOOL OR EQUIVALENT TRANSCRIPT
An official high school or equivalent transcript from an accredited institution recognized by the Department of Education which indicates the date of graduation must be submitted to CFCC. Official transcripts are those received either by mail or by hand-delivery to CFCC in the original, sealed envelope from the awarding institution or agency. Home schooled students must submit a copy of the home school's approved registration from the state in which they are registered.

3. OFFICIAL COLLEGE TRANSCRIPT(S) Official college transcripts from all regionally accredited institutions of higher education previously attended must be submitted to CFCC for transfer credit, eligibility for veterans' benefits, placement testing waivers, and health science applicants.

4. PLACEMENT TESTING All applicants to degree, diploma and certain certificate programs are required to have valid placement test scores on file prior to acceptance at CFCC. (There is no charge for the placement assessment). All or parts of the placement assessment requirement may be waived upon receipt of official transcripts if the applicant:

- has satisfactorily completed college level English and/or Mathematics course above the developmental level, or
- has made the following minimum scores within the last five years on the Scholastic Aptitude Test(SAT): Writing 500 OR Critical Reading 500 and SAT Math 500: American College Testing (ACT)-Reading 22 OR English 18 and ACT Math 22 and has submitted official SAT or ACT transcripts to the Admissions Office, or has an NC high school graduation date less than 5 years old with an unweighted GPA of 2.6 or higher and the successful completion of specific math coursework, or is a current NC senior completing his/her first semester with an unweighted GPA of 2.6 or higher and the successful completion of specific math coursework, or
- has achieved CFCC's cut-off scores for desired curriculum program by submitting official Asset, Compass or Accuplacer scores taken within the last five years, or
- has earned developmental course credit, with a "C" or better, at a school in the North Carolina Community College System. Students will need to consult with counselors. Students and prospective students may take the placement test twice (2 times) in twelve (12) consecutive months (one initial test and one retest).

In order to request accommodations based on a documented disability, requests for approval, assistance, and scheduling must be arranged through CFCC's Disability Support Services office (910-362-7800).

5. MEDICAL EXAMINATIONS A medical history is required for specific program admission or completion. Students are notified of this requirement as applicable to their programs of study. Selected programs within the college may require drug screening prior to final acceptance into the program. Contact Counseling for further information.

Services To Students

Where to Go for What

Absences	Instructor
Academic Advising	Assigned Faculty Advisor/Academic Advising Center
Academic Honors	Catalog/Registrar
Academic Probation	Catalog/Counselors
Accessibility Issues	Disability Support Services
Admissions	Student Services and Enrollment Management
Address Change	Student Services and Enrollment Management
Advanced Placement	Counseling
Athletics	Student Services and Enrollment Management
Attendance	Instructor
Books/Supplies	Campus Bookstore
Bulletin Boards	Student Services and Enrollment Management
CFCC online Portal/WebAdvisor	Student Help Desk
Career Counseling	Career and Testing
Change Program/Major	Counseling
Clubs and Organizations	Student Activities
Course Selection	Advisor/Counselor
Drop a Course	Instructor/Student Services
Emergencies	Student Services and Enrollment Management
Fees	Business Office
Financial Aid	Financial Aid Office
First Aid	Labs/Student Services
General Interest Courses	Continuing Education
Grading System	Catalog/ Registrar
Insurance	Business Office
Job Placement	Career and Testing
Lost & Found	Campus Police Office
Parking Permits/Regulations	Business Office
Personal Counseling	Counseling
Registration	Student Services and Enrollment Management
ID Card	Business Office, Wilmington Campus Library, North Campus
Testing	Career and Testing
Transcripts	Student Services and Enrollment Management
Transfer Counseling	Advisors/Counseling
Transfer Student Planning	Academic Advising Center
Tutoring	Learning Lab
Veterans	Financial Aid/Veteran's Center
Withdrawal from a Course	Registrar

Campus Visits

Cape Fear Community College encourages prospective students and parents to visit the campus and tour our facilities. Guided tours may be scheduled Monday through Friday when classes are in session. Appointments are necessary to ensure that appropriate staff will be available to answer questions. Information pertaining to academic programs, student services, and the admissions/registration processes will be presented during the tour. Tour dates and times are available on the College's website at www.cfcc.edu.

Orientation

The Student Services and Enrollment Management Division offers orientation programs prior to the start of the Spring and Fall semesters to acquaint new students to the College, its facilities, resources, services, activities, organizations and policies. Students accepted to the College will be invited to attend orientation. An online orientation program is also available on the College's website at www.cfcc.edu.

All new students are required to take advantage of these programs to maximize their opportunities at CFCC.

myCFCC

myCFCC is a web-based portal that links all aspects of campus life to create a community environment. It provides services such as e-mail, campus announcements, message boards, calendars, and discussion groups. Accounts are created upon acceptance to the College. Students are encouraged to check myCFCC on a regular basis to receive important college information. A link to myCFCC is on the College's website at www.cfcc.edu.

WebAdvisor

WebAdvisor is another web-based portal that gives students access to class schedules, on-line registration, grades, address changes, and graduation progress. A link to WebAdvisor is on the College's website at www.cfcc.edu.

Counseling

Confidential academic, personal, and career counseling services are provided on an ongoing basis to all students. The counseling staff is available Monday through Friday on both campuses. Please refer to our website for specific hours based on campus location. Summer hours may vary. Students are seen on a walk-in basis or appointments may be made by calling (910) 362-7017 (Wilmington Campus) or (910) 362-7523 (North Campus).

The professional counseling staff is experienced in assisting students in developing skills and attitudes needed to deal effectively with their academic environment.

Students who are uncertain in selecting their major course of study or who are experiencing academic difficulty are encouraged to seek the assistance of a counselor. Students with personal concerns that may interfere with their academic success are also urged to seek guidance from the counseling staff. When appropriate, the counseling staff may make (with the student's permission) referrals to community resources/agencies.

Academic Advising Center

The Academic Advising Center provides supplemental advising support to students and their assigned faculty advisors. The center is located on the second floor of the Wilmington Campus' Union Station room U-246. Students may meet with a staff advisor and use the center's computers for web registration and academic planning.

Faculty advisors serve as primary advisors for all students. Students are assigned a faculty advisor based on the student's program of study (check Academic Profile in WebAdvisor for name of faculty advisor). During designated pre-registration advising periods, students should schedule an appointment with their faculty advisor (office hours are posted on individual faculty advisor office doors). Faculty advisors will assist students in selecting and scheduling appropriate classes to fulfill program requirements. The staff advisors located in the Academic Advising Center serve as an additional resource for students who have registration issues or advising questions that the faculty advisor cannot resolve. New students who complete the online orientation rather than attending the on-campus orientation and who have not yet met with their faculty advisor may use the center for advising and registration guidance.

Additionally, students enrolled in college transfer programs are encouraged to visit the Academic Advising Center for help in developing a transfer plan to a 4-year college or university. During registration, this transfer plan will assist the student and faculty advisor in selecting courses that will help the student meet admission and program requirements at the 4-year school. To further assist students with transfer planning, the center hosts visits from regional 4-year college and university admission representatives throughout the academic year.

Disability Support Services

Cape Fear Community College and all employees shall operate programs, activities, and services to ensure that no otherwise qualified individuals with disabilities shall be excluded from participating in, be denied the benefit of, or be subjected to discrimination under any such program, activity, or service solely by reason of their disabilities. Disability Support Services provides numerous services that assist students in reaching their academic goals. Assistance may include services such as registration assistance, academic counseling, student advocacy, interpreters for the deaf or hard-of-hearing, academic aides, assistive technology and other reasonable accommodations. To be eligible for Disability Support Services, students must provide professional medical, psychological, and/or educational documentation of their disabilities, including associated functional limitations, to the Disability Support Services' staff. If classroom adaptations, interpreters, or academic aides are necessary to participate in class, advanced notice of 4 weeks is required to coordinate such services.

Placement Test Advising Guide

Applicants entering vocational/technical and college transfer courses must begin their English sequence with the course corresponding to their score levels on the following placement tests.

ENGLISH PLACEMENT

Testing is not required with
SAT Reading 500 or Writing 500 (Prior to March 2016)
OR
SAT Evidence-Based Reading/Writing 480 (Tested March 2016 and Future)
OR
ACT Reading 22 or English 18
OR
Transfer credit of ENG 111 or its equivalent with a grade of "C" or better.

Register for your English class based on the guide below.

PLACEMENT	**NCDAP ENGLISH**	**ACCUPLACER** Reading + Sentence Skills	**COMPASS** Reading + Writing
Basic Skills	100-103	40-71	0-63
DRE096	104-116	72-91	64-84
DRE097	117-135	92-128	85-111
DRE098	136-150	129-165	112-150
ENG111	151 and higher	166 and higher	151 and higher

MATH PLACEMENT

Testing not required with **SAT Math 500 (Prior to March 2016) or Math 530 (Tested March 2016 and Future) or ACT Math 22** or credit for the appropriate college math required for your major.

Math Modules	**Scores Ranges**	
DMA-010 Operations with Integers	1 = Basic Skills	
DMA-010 Operations with Integers	2-6 = DMA IS needed	7-12 = DMA is NOT needed
DMA-020 Fractions and Decimals	1-6 = DMA IS needed	7-12 = DMA is NOT needed
DMA-030 Proportions/Ratios/Rates/Percents	1-6 = DMA IS needed	7-12 = DMA is NOT needed
DMA-040 Expressions/Linear Equations/Inequalities	1-6 = DMA IS needed	7-12 = DMA is NOT needed
DMA-050 Graphs/Equations of Lines	1-6 = DMA IS needed	7-12 = DMA is NOT needed
DMA-060 Polynomials/Quadratic Applications	1-6 = DMA IS needed	7-12 = DMA is NOT needed

(A score of 7 or higher on DMA-060 will also award credits for DMA-065, DMA-070 and DMA-080)

MAT-110 = A score of 7 on DMA-010 through DMA-030 Needed
MAT-143 & MAT-152 = 7 on DMA-010 through DMA-050 Needed
MAT-121 = A score of 7 on DMA-010 through DMA-060 Needed
MAT-171 = A score of 7 on DMA-010 through DMA-080 Needed
MAT-271 = See Course Description for Criteria for Direct Placement

Math Courses for Registration

DMS-001 = If you need 1 DMA (Excluding DMA-050, 060, 070, 080 or 065)
DMS-002 = If you need 2 or more DMA's (Excluding DMA-050, 060, 070, 080 or 065)
DMA-050 = If you need DMA-050
DMA-060 = If you need DMA-060
DMA-065 = If you need DMA-060 through DMA-080

Register for the maximum number of credits in each semester until you have successfully completed all of the DMA courses that are required on your Program Evaluation.

All scores are valid for 5 years.

Career and Testing Services

Career counseling is available through the Office of Career and Testing Services. Students are assisted with career decision-making, employment trends, and educational requirements.

Job placement assistance is also available to students and graduates. Career Services provides on-line job listings through CFCC Career Connection. This on-line job bank gives students, graduates, and employers an opportunity to connect.

Placement Testing

All applicants to degree, diploma, and certain certificate programs are required to have valid placement test scores on file prior to being accepted at CFCC. All or parts of the placement testing requirement may be waived if the applicant meets certain criteria (see General Admission Process). The assessment is not an entrance examination. The primary purpose of placement examinations is to determine the individual's skill level and readiness. Assessment results will be used to determine the need, if any, for developmental placement. Faculty advisors will also use the results in planning students' programs and classes.

Placement assessments are administered in the following areas: English and Math. All placement scores are valid for five years from date of examination. An admission application must be submitted prior to testing to ensure that results are properly posted.

North Carolina Diagnostic Assessment & Placement Test (NCDAP)

The NCDAP is an un-timed computer-based type assessment. The test is divided into two sections: English and Math. Currently there is no fee for the test.

Applicants/students need to bring a picture ID, and know their CFCC Student ID Number and CFCC's program of study. The testing room opens fifteen (15) minutes prior to testing. Parking for testers is available in visitor parking.

To request accommodations based on a documented disability, requests for approval, assistance, and scheduling must be arranged through CFCC's Disability Support Services office (910-362-7800).

A schedule of dates/times of the Placement Tests can be obtained from CFCC's website: http://cfcc.edu/testing/.

Retest Policy

Applicants/students can take the placement test only twice in (12) twelve consecutive months. It is recommended that a student retest after successfully completing a developmental course in the subject area.

High School Equivalency Exam Testing

The General Education Development (GED®) diploma is administered at CFCC. Testing is administered via the computer. See Basic Skills Division.

Retention and Graduation Rate Information

Anyone wishing to obtain information about first-time students' rate of persistence and/or graduation rates should contact the Office of the Director of Enrollment Management.

Cape Fear Community College measures and reports retention, graduation and transfer rates, along with seven other institutional performance standards, on an annual basis and in accordance with definitions and standards established by the North Carolina State Board of Community Colleges. Establishment of these common performance measures of institutional effectiveness, along with definitions and standards for each, are the result of a mandate by the N.C. General Assembly to review past performance and define standards of performance to ensure quality and effectiveness of programs and services in all of the 58 community colleges. Please refer to CFCC's performance report on these measures. Historical data and additional details may be viewed at http://cfcc.edu/ie/.

Developmental Studies

To help insure student success, the college offers developmental courses to students who need help in the basic skills: mathematics, reading, and writing. These courses are required for those students who have been identified by Career and Testing as needing enhancement in these skills.

Developmental courses count toward registered credits as it applies to financial aid, veterans benefits, and enrollment status. Developmental courses do not count attempted or earned hours, nor do they count in a student's academic grade-point average. All developmental courses are given grades of PA, PB, PC, or R (Repeat).

CFCC will recognize developmental courses completed with an equivalent grade of "C" or above at other North Carolina accredited institutions. Counselors will mail students a transfer credit slip following an evaluation of the coursework. The transfer evaluation will be used for class placement by the advisor.

Below is a selected list of transferable courses for students who are deficient in reading (a CPT score less than 80). Some courses have additional prerequisites and corequisites (listed within parentheses), and students must comply with them. Reminder: Students may also take math courses if they (students) comply with the prerequisites and the corequisites.

List of Transfer Courses for Students Who Are Not Proficient in RED 090 or ENG 095 or DRE 098

Course Prefix & Number (Pre-/Co-requisites)	Course Title	Credit Hours
ACA 122	College Transfer Success	1
ART 111	Art Appreciation	3
ART 113	Art Methods and Materials	3
ART 118	Art by Women	3
ART 121	Two Dimensional Design	3
ART 122	Three Dimensional Design	3
ART 131	Drawing I	3
ART 132 (Prerequisite: ART 131)	Drawing II	3
ART 135 (Prerequisite: ART 132)	Figure Drawing	3
ART 171 (Prerequisite: ART 131)	Computer Art I	3
ART 212	Gallery Assistantship I	1
ART 214	Portfolio and Resume	1
ART 231	Printmaking I	3
ART 232 (Prerequisite: ART 231)	Printmaking II	3
ART 235 (Prerequisite: ART 135)	Figure Drawing II	3
ART 240 (Prerequisite: ART 131)	Painting I	3
ART 241 (Prerequisite: ART 240)	Painting II	3
ART 245	Metals I	3
ART 246 (Prerequisite: ART 245)	Metals II	3
ART 247	Jewelry I	3
ART 248 (Prerequisite: ART 247)	Jewelry II	3
ART 261	Photography I	3
ART 262 (Prerequisite: ART 261)	Photography II	3
ART 264	Digital Photography I	3
ART 265 (Prerequisite: ART 264)	Digital Photography II	3
ART 266	Videography I	3
ART 267 (Prerequisite: ART 266)	Videography II	3
ART 271 (Prerequisite: ART 171)	Computer Art II	3
ART 276	Interactive Media Design	3
ART 281	Sculpture I	3
ART 282 (Prerequisite: ART 281)	Sculpture II	3
ART 283	Ceramics I	3
ART 284 (Prerequisite: ART 283)	Ceramics II	3
ART 285 (Prerequisites: ART 284)	Ceramics III	3
ART 286 (Prerequisites: ART 285)	Ceramics IV	3
ASL 111 (Corequisite: ASL 181)	Elementary ASL I	3
ASL 112 (Prerequisite: ASL 111) (Corequisite: ASL 182)	Elementary ASL II	3
ASL 181	ASL Lab 1	1
ASL 182 (Prerequisite: ASL 181)	ASL Lab 2	1
ASL 211 (Prerequisite: ASL 112) (Corequisite: ASL 281)	Intermediate ASL I	3
ASL 212 (Prerequisite: ASL 211)	Intermediate ASL II	3
ASL 281 (Prerequisite: ASL 182)	ASL Lab 3	1
COM 111	Voice and Diction I	3
COM 160	Small Group Communication	3
COM 251	Debate I	3
COM 252 (Prerequisite: COM 251)	Debate II	3
CTS 115	Info Sys Business Concept	3
DRA 111	Theatre Appreciation	3
DRA 120	Voice for Performance	3
DRA 126	Storytelling	3
DRA 128	Children's Theatre	3
DRA 130	Acting I	3
DRA 131 (Prerequisite: DRA 130)	Acting II	3
DRA 135	Acting for the Camera I	3
DRA 136 (Prerequisite: DRA 135)	Acting for the Camera II	3
DRA 140	Stagecraft I	3
DRA 141 (Prerequisite: DRA 140)	Stagecraft II	3
DRA 142	Costuming	3

DRA 145		Stage Make-up	2
DRA 147	(Prerequisite: DRA 140)	Sound Technology	3
DRA 170		Play Production I	3
DRA 171	(Prerequisite: DRA 170)	Play Production II	3
DRA 175		Teleplay Production I	3
DRA 176	(Prerequisite: DRA 175)	Teleplay Production II	3
DRA 230	(Prerequisite: DRA 131)	Acting III	3
DRA 231	(Prerequisite: DRA 230)	Acting IV	3
DRA 240		Lighting for the Theatre	3
DRA 260	(Prerequisite: DRA 130; Corequisite: DRA 140)	Directing	3
DRA 270	(Prerequisite: DRA 171)	Play Production III	3
DRA 271	(Prerequisite: DRA 270)	Play Production IV	3
DRA 275	(Prerequisite: DRA 176)	Teleplay Production III	3
DRA 276	(Prerequisite: DRA 176)	Teleplay Production IV	3
HUM 120		Cultural Studies	3
HUM 121		The Nature of America	3
HUM 122		Southern Culture	3
HUM 140		History of Architecture	3
HUM 150		American Women's Studies	3
HUM 170		The Holocaust	3
MUS 110		Music Appreciation	3
MAT 171	(Prerequisite: See "Course Descriptions" section)	Precalculus Algebra	4
MAT 172	(Prerequisite: MAT 171)	Precalculus Trigonometry	3
MAT 263	(Prerequisite: MAT 171)	Brief Calculus	3
MAT 271	(Prerequisite: MAT 172)	Calculus I	4
MAT 272	(Prerequisite: MAT 271)	Calculus II	4
MAT 273	(Prerequisite: MAT 272)	Calculus II	4
MUS 111		Fundamentals of Music	3
MUS 112		Intro to Jazz	3
MUS 113		American Music	3
MUS 114		Non-Western Music	3
MUS 121		Music Theory I	4
MUS 122	(Prerequisite: MUS 121)	Music Theory II	4
MUS 123	(Prerequisite: MUS 111 or MUS 121)	Music Composition	1
MUS 131		Chorus I	1
MUS 132	(Prerequisite: MUS 131)	Chorus II	1
MUS 133		Band I	1
MUS 134	(Prerequisite: MUS 133)	Band II	1
MUS 135		Jazz Ensemble I	1
MUS 136	(Prerequisite: MUS 135)	Jazz Ensemble II	1
MUS 137		Orchestra I	1
MUS 138	(Prerequisite: MUS 137)	Orchestra II	1
MUS 141		Ensemble I	1
MUS 142	(Prerequisite: MUS 141)	Ensemble II	1
MUS 151		Class Music I	1
MUS 152	(Prerequisite: MUS 151)	Class Music II	1
MUS 161		Applied Music I	2
MUS 162	(Prerequisite: MUS 161)	Applied Music II	2
MUS 170		Business of Music	3
MUS 175		Recording Techniques I	2
MUS 176	(Prerequisite: MUS 175)	Recording Techniques	2
MUS 210		History of Rock Music	3
MUS 211		History of Country Music	3
MUS 212		American Musical Theatre	3
MUS 214	(Prerequisite: MUS 111)	Electronic Music I	2
MUS 215	(Prerequisite: MUS 214)	Electronic Music II	2
MUS 221	(Prerequisite: MUS 122)	Music Theory III	4
MUS 222	(Prerequisite: MUS 221)	Music Theory IV	4
MUS 231	(Prerequisite: MUS 132)	Chorus III	1
MUS 232	(Prerequisite: MUS 231)	Chorus IV	1
MUS 233	(Prerequisite: MUS 134)	Band III	1
MUS 234	(Prerequisite: MUS 233)	Band IV	1

MUS 235	(Prerequisite: MUS 136)	Jazz Ensemble III	1
MUS 236	(Prerequisite: MUS 235)	Jazz Ensemble IV	1
MUS 237	(Prerequisite: MUS 138)	Orchestra III	1
MUS 238	(Prerequisite: MUS 237)	Orchestra IV	1
MUS 241	(Prerequisite: MUS 142)	Ensemble III	1
MUS 242	(Prerequisite: MUS 241)	Ensemble IV	1
MUS 251	(Prerequisite: MUS 152)	Class Music III	1
MUS 252	(Prerequisite: MUS 251)	Class Music IV	1
MUS 253		Big Band	1
MUS 260	(Prerequisite: MUS 121)	Intro to Music Education	2
MUS 261	(Prerequisite: MUS 162)	Applied Music III	2
MUS 262	(Prerequisite: MUS 261)	Applied Music IV	2
MUS 271	(Prerequisite: MUS 122)	Music History I	3
MUS 272	(Prerequisite: MUS 271)	Music History II	3
PED 113		Aerobics I	1
PED 117		Weight Training	1
PED 120		Walking for Fitness	1
PED 122		Yoga I	1
PED 123	(Prerequisite: PED 122)	Yoga II	1
PED 125		Self-Defense Beginning	1
PED 128		Golf-Beginning	1
PED 129	(Prerequisite: PED 128)	Golf-Intermediate	1
PED 130		Tennis-Beginning	1
PED 131	(Prerequisite: PED 130)	Tennis-Intermediate	1
PED 143		Volleyball-Beginning	1
PED 145		Basketball-Beginning	1
PED 149		Flag Football	1
PED 170		Backpacking	1
PED 210		Team Sports	1
PED 216		Indoor Cycling	1
PED 219		Disc Golf	1
SPA 141		Culture and Civilization	3

The Learning Lab

The Learning Lab provides free educational support and access to computers to promote student success and academic independence.

Masters-level and Bachelors-level facilitators along with experienced student tutors cater to individual learning styles to help students develop self-reliance and build self-esteem.

The Lab provides the following:

Free tutorial assistance:
- in many CFCC curriculum courses (face-to-face as well as online), Adult Basic Skills, and GED/Adult High School readiness
- for Supplemental Instruction that assists students in traditionally challenging courses through facilitated group sessions. These courses may include ACC, BIO, CHM, PHY, MAT, MSC, and other courses as needed

Drop-in help is available for the following:
- basic skills in reading, writing, and grammar
- all math classes from the basics to advanced calculus
- all science courses such as anatomy & physiology, biology, chemistry, physics
- Spanish language courses
- Film and Video Production courses
- building stronger academic skills
- guidance and materials to prepare for the PSB Test for Health Science careers
- free access to over 100 computers for students to complete assignments and type papers
- assistance developing computer skills applicable to schoolwork and students' future careers

Additional services:
Academic skills workshops on Time Management/Study Skills, Note and Test Taking Skills, Plagiarism, and Resume and Cover Letter Writing upon request

Learning Lab-Wilmington Campus
Computer Lab-Room L-218 • Health Sciences/Learning Resources Center

Math Lab-Room S-606 • McLeod Building

Writing Center-Room L-219 • Health Sciences/Learning Resources Center

Science Lab-Room N-407 • Natural Sciences Building

Hours: Monday-Thursday from 8:00 a.m. to 8:45 p.m.
Friday from 8:00 a.m. to 5:00 p.m.
Saturday from 10:00 a.m. to 2:00 p.m. (not all services are available, call 910-362-7476 for more information)
(Hours are subject to change)

For more information about the Wilmington Campus Learning Lab or for summer hours, please call (910) 362-7476.

Learning Lab-North Campus
Computer Lab-Room NA-113I • McKeithan Center

Tutoring Center-Room NA-113J • McKeithan Center

FVP Lab-Room NA-102 • McKeithan Center

Hours: Monday-Thursday from 8:00 a.m. to 6:00 p.m.
Friday from 8:00 a.m. to 3:00 p.m.
Saturday-Closed
(Hours are subject to change)

For more information about the North Campus Learning Lab or for summer hours, please call (910) 362-7554.

Health Services

Cape Fear Community College does not maintain health facilities or medical services. The responsibility for medical services rests with the student. In the case of illness or injury on campus, Emergency Medical Services may be called to assist individuals.

First aid kits are available in labs and the Student Services and Enrollment Management office.

If a student is injured or becomes ill while on campus, the Campus Police office should be contacted at 910-362-7777.

Learning Resource Centers (LRC)

The Learning Resource Centers include the libraries, TV studio, and Online Learning. The Wilmington Campus LRC is located on the second floor of the Health Sciences/LRC building. The North Campus LRC is located on the first floor of the McKeithan Center (NA-113). Additional information about the LRC is available at our website: http://cfcc.edu/lrc/.

Library

The Wilmington and North Campus libraries provide resources, services, and instruction that directly contribute to student success. The libraries have approximately 54,000 books, 500 current print periodical subscriptions, and over 16,000 audiovisual items. A wide range of more than 100+ electronic resources, including NC LIVE, is accessible online through the libraries. These e-resources contain thousands of full-text articles from more than 15,000 newspapers, journals, magazines, and encyclopedias and access to 189,000+ ebooks and 2,500 evideos. Students may use the libraries' 60 computers or their own computers to access these resources via the Internet. Students can also access the Surf CFCC wireless network from the libraries. A current CFCC ID is required to check out library materials. For individual reference or research assistance or to schedule an instruction session or tour for a class, contact the Reference Desk at (910) 362-7034 or via email: lrcref@cfcc.edu. Library staff and resources will assist you with reference questions, help you meet your course objectives, supplement classroom assignments, and enable you to pursue topics of interest.

TV Studio

The TV studio provides students with a laboratory setting for learning the tools and tasks needed to produce television content. The studio also produces programming for broadcast on The Learning Network and creates promotional videos highlighting CFCC students and programs and provides video services in support of the curriculum.

Online Learning

Online Learning is dedicated to the evaluation, design, and implementation of high quality online education. Online Learning staff provide resources and services to assist students and faculty to be successful in teaching and learning online.

Continuing Education Services

The Continuing Education Division promotes the concept of lifelong learning by providing meaningful educational experiences that will help adults meet occupational and professional goals and fulfill social and personal needs. Non-credit classes and seminars offered will allow adults to achieve their full potential in our ever-changing world of knowledge and skills by preparing for employment to upgrade their skills or learn a new skill.

Human Resources Development Program

The Human Resources Development (HRD) program is designed for unemployed or underemployed individuals who wish to become more marketable by upgrading their employability skills. Classes are year round and are free for those who qualify. See Corporate and Continuing Education Division for further details.

Basic Skills and Career Readiness Department

The Basic Skills and Career Readiness Department offers literacy classes for adults 16 years of age or older, who wish to begin, continue, or expand their educational skills. All classes are free and are offered at convenient times and locations. Anyone under 18 years of age must have school and parental release forms. See Extended Services-Continuing Education Division for further details.

The Career Readiness program (formerly known as Human Resources Development) is designed for unemployed or underemployed individuals who wish to become more marketable by upgrading their employability skills. Classes are year round and are free for those who qualify. See Corporate and Continuing Education Division for further details.

Registration Information

Registration is the term used for enrolling in classes. Advisors and counselors provide information which will assist students in choosing required classes, completing the registration form, securing a space in class and paying tuition fees.

Semester System

The academic year is divided into two semesters and summer sessions. The Fall and Spring semesters offers sixteen (16) weeks of instruction and two eight (8) week mini sessions. The Summer terms are provided either in a ten (10) week session or two five (5) week sessions. Consult the Schedule of Classes for specific scheduling information.

Semester Hour Credit

Each course listed in the catalog and class schedule is followed by a notation on the number of semester hours it earns. Normally, the number of semester hours earned is based on the number of class, laboratory or shop hours spent under the supervision of the course instructor per week for the semester. Usually one semester hour credit is given for each lecture hour of class per week, for each two hours of laboratory work per week, or for each three hours of shop or manipulative laboratory per week. (A class hour is usually defined as 50 minutes of instruction.) Exceptions may be made in cases where specific classification is not feasible.

Course Load

Students enrolled in the Fall and Spring semesters for 12 or more credit hours are designated as full-time students. Students taking 11 or fewer credits during a semester are considered part-time. Students enrolled in the Summer Session for 9 credit hours or more are designated as full-time students for insurance purposes. Students receiving Financial Aid benefits must be enrolled for 12 or more credit hours each semester to receive full benefits. Veteran's benefits for the Summer-full time is seven hours (7) hours for the 10 week session or four (4) hours each five week session. Students who are placed on academic probation or suspension may be required to take a reduced course load.

Maximum course loads for which students may enroll are as follows:

- Fall and/or Spring Semester(s)-Eighteen (18) credit hours except when program requirements determine otherwise.
- Summer Term-Thirteen (13) credit hours except when program requirements determine otherwise.

Any exception must be approved by the Vice President for Student Services and Enrollment Management.

Procedures for Registering for Classes

(General Registration)

Step 1. Advisement & Scheduling-Faculty advise students concerning course schedule and sign registration cards.

Step 2. Schedule Input-Student searches and registers for classes using WebAdvisor.

Step 3. Schedule and Tuition: Student prints schedule grid and tuition bill using WebAdvisor.

Step 4. Payment of Tuition Fees-WebAdvisor or Business Office-All students pay tuition and fees.

Note: Students receiving Financial Aid, Veterans benefits or financial sponsorship must complete steps 1-4.

WebAdvisor

(Online Registration at Cape Fear)

WebAdvisor is online registration for currently enrolled students to select and early register for classes for the following semester. Currently enrolled students are assigned registration priorities based on their major and number of completed credit hours. Registration information is emailed to students' CFCC email account.

Auditing Courses

Students who wish to audit courses must register for the audit by following the regular registration procedures and indicating in writing on an audit form which course(s) they are auditing. Auditing students must meet all course pre-requisites. The audit form must be signed by the instructor and turned into the Registrar's office during the first week of the semester. Auditing students receive no credit and are not required to participate in class discussion or take tests. Fees for audit courses are the same as those taken for credit. Changes from audit to credit or credit to audit may only be done during registration and Final Schedule Adjustment Day. Students should be aware that Financial Aid and Veteran benefits do not pay for audit courses. Audit courses do not transfer.

Withdrawal

Visit http://cfcc.edu/registration/ to obtain official withdrawal procedures. Students may request to withdraw from one or more courses using the "E-Withdrawal" link on your myCFCC homepage or through WebAdvisor. Online Learning students may go to http://cfcc.edu/online/ for more information. Students who have not attended at least once by the 10 percent date of the class will be dropped by the instructor as "no show" and assigned a non-punitive transcript grade of "NS." No tuition and fee adjustments will be made.

Students who officially withdraw from a class within the first 60 percent of class hours will receive a grade of "W." Students who do not officially withdraw from a class by the 60 percent point will receive at the conclusion of the term a final grade from the class instructor(s) that is based on the attendance and grading policies for the class.

Students who wish to withdraw after 60 percent of class hours must obtain permission in writing from their instructor and department chair. Permission will be granted for extenuating circumstances only. Documentation is required. No withdrawals may be requested during the last week of the semester.

Notes:

- Please refer to the Academic Calendar for the withdrawal deadlines for each semester.

- Financial Aid students who stop attending class and receive a grade of "W" may be required to repay a percentage of their Federal Aid back to the Department of Education. Go to http://cfcc.edu/finaid/ for more information about financial rules and policies.

Academic Information

Student Advisement

Cape Fear Community College views student advisement as an important, on-going process. Each degree/certificate seeking student is assigned a faculty advisor who assists the student in selecting and scheduling appropriate classes to fulfill his/her educational requirements. Non-degree students are assigned a counselor as their advisor who assist in selecting and scheduling appropriate classes. The Academic Advising Center provides supplemental advising support to students and their assigned faculty advisors.

Students are strongly encouraged to meet with their assigned advisor each semester/session for assistance in scheduling classes and completing the registration form. Advisors' office hours are posted on their office doors.

Students must accept the responsibility of familiarizing themselves with specific course, prerequisite, corequisite, and program requirements.

While advising is an on-going process, specific times are designated prior to each registration period for advising.

Grading and Grade Point Averages

Grading is done by the traditional method of "A" through "D" along with negative categories such as "F" (Failure), and "W" (Withdraw). Grades are assigned a numerical value when determining a student's Grade Point Average (GPA).

Grading System

		Quality Points
Grade	Significance	Per Semester Hour
A	Superior	4
B	Good	3
C	Average	2
D	Poor	1
F	Failure	0
I	Incomplete	n/a
W	Official Withdrawal	n/a
AU	Audit	n/a
CR	Credit by Proficiency Exam	n/a
CT	Credit by Transfer	n/a
NS	No Show	n/a
PA	Passing (remedial courses only)	n/a
PB	Passing (remedial courses only)	n/a
PC	Passing (remedial courses only)	n/a
R	Repeat (remedial courses only)	n/a

Grading Scale

The College grading scale is:

A = 92 - 100
B = 84 - 91
C = 76 - 83
D = 68 - 75
F = 0 - 67

Translating Course Grades into GPA

By taking the number of semester hours assigned to a course and multiplying them by the value of the grade, you determine the grade points for each course attempted. Example: If you take five courses that are assigned a total of 18 semester hours, you may determine your GPA in the following manner:

Course	Grade	Semester Hours Attempted		Times Grade Value		Equals Quality Points
1	B	2	X	3	=	6
2	A	6	X	4	=	24
3	C	4	X	2	=	8
4	B	3	X	3	=	9
5	F	3	X	0	=	0
TOTALS		18				47

Divide the total number of hours attempted into the total quality points and that will give you your GPA; in this case 2.61 is the GPA

Attendance Policy

College instruction is designed for students to learn by way of class attendance, and regular attendance is a key to academic success. Attendance is based on class meetings and calculated from the first class meeting, not based on when the student enrolls in the class. Students are expected to punctually attend all class sessions in the courses for which they are registered. Late arrivals and/or early departures may count toward total absences in classes.

Students who have not attended at least once by the 10 percent date of the class will be dropped by the instructor as a "No Show." No tuition or fee adjustments will be made. For example: A student enrolls in a three credit hour class totaling three meeting hours per week. The class meets 16 weeks for a total of 48 hours during the semester. Ten percent of this class would be 4.8 hours rounded to 5. Therefore, the fifth class meeting would be the 10 percent point of the class.

Within their respective departmental guidelines, instructors are responsible for stating their own course attendance and tardiness requirements on course syllabi distributed at the beginning of the academic term. It is the student's responsibility to know and understand the attendance requirements for each instructor and to understand how attendance in class might affect his or her final grade. Regardless of how attendance is used in grading, faculty are required to keep a timely record of attendance for each student through the end of the semester using a college approved record keeping software.

Attendance in online (Internet and Hybrid) courses is measured not only by completion of an initial enrollment verification assignment (within the first 10% of the semester) but also by completion of the required coursework and/or online participation, as defined by the instructor on the course syllabus. In Hybrid courses, students MUST meet on the required meeting dates specified by the instructor (first class meeting, lab, etc.). See www.cfcc.edu for course information.

Special note to Marine Technology students: Students in the Marine Technology curriculum are at times involved in cruises on the ship that might take place during a holiday or semester break during which time students are normally off. When such occurs, students must participate in the cruise.

Effective fall 2010, students will be allowed two days of excused absence each academic year for religious observances required by the faith of the student. These excused absences will be included in the twenty (20%) percent of allowable clock hour absences. Students are required to provide written notice of the request for an excused absence by completing the Religious Observance Absence form available in Student Services and Enrollment Management. The completed form must be submitted to the Vice President for Student Services and Enrollment Management or his/her designee a minimum of ten (10) school days prior to the religious observance. The Vice President for Student Services and Enrollment Management or his/her designee will notify the instructor within three (3) school days of receiving the request. Students will be given the opportunity to make up any tests or other work missed due to the excused absence and should work with their instructors in advance of the excused absence to delineate how to make up the missed coursework (N.C.G.S. 115D-5).

Student Veteran Attendance Policy

CFCC recognizes the unique situations student veterans sometimes face which can affect their attendance. If a student veteran receives orders for unexpected short-term deployment or training, or for medical appointments, he/she may receive absences totaling 30 percent of the total clock hours of a class. The 30 percent includes a combination of the 20 percent allowed by the college policy (unexcused absences) plus an extra 10 percent (excused absences). In most cases, absences in excess of 30 percent would result in the student receiving a grade of "W" for the course.

A student seeking an excused absence should first present orders/documentation to the CFCC Veteran Affairs Coordinator, to be shared with the respective Department Chair and the student's instructor.
The college acknowledges that some classes, such as biology and clinicals in allied health programs, have unique content; it may not be possible for a student to receive an extension on the assignments in these courses.

We also recognize that there will be unique cases that will require the exercise of sound judgment. Instructors are encouraged to discuss these cases with their Department Chair and the Veterans Affairs Coordinator. Our collective goal is to assist student veterans in completing their course of study

Student veterans that are currently serving in the Guard/Reserve must adhere to the College's No Show Policy by attending all of their classes before the deployment or training begins. Veterans unable to the attend the beginning of the semester should register for the second mini classes when available. (Example, if you have a Military School/AT that begins before the start of the semester, you will need to delay your registration until the next applicable date.)

College Closings or Delays

In the event of inclement weather, Cape Fear Community College may close or delay classes depending on the weather forecast and local conditions. All official college closings and delays will be posted on the college web site at www.cfcc.edu, myCFCC online portal, the CFCC Emergency Information Hotline (877) 799-2322, and through the local news media. Students who subscribe to the text messaging alert system through CFCC online portal will be notified of closings and delays through text messages. Students are encouraged to familiarize themselves with these resources as soon as possible.

Inclement Weather

While the College makes every effort to provide a safe environment on campus, the College does not take responsibility for student safety while traveling to and from campus. During periods of inclement or hazardous weather, students must use their best judgment when deciding to come to class. College officials do not expect students to take extreme risks to their personal safety to attend class. However, if a student chooses not to come to class due to inclement weather when the college is open, the student will be counted as absent in accordance with the course syllabus (see the Attendance Policy on page 17).

On-Campus Groups and Individuals

On-campus groups and individuals may reserve designated outdoor space for use in support of their activities. Arrangements for the use of outdoor space shall comply with College procedures and CFCC Club and Organizations procedures.

Off-Campus Groups and Individuals

General Provisions

Individual and/or groups will be granted access to designated areas when notice has been provided consistent with the CFCC Space Request Form.

Access for the requested event will not be granted if the event conflicts with a previously scheduled event or if the designated area is temporarily inaccessible or unsafe due to construction, act of God, or similar cause.

Access is granted on a first-come, first-served, space-available basis.

Gross, multiple, or continued violation of this solicitation procedure will result in the soliciting party's loss or suspension of future solicitation privileges on property which is owned, leased, or operated under the jurisdiction of the College.

Notice Requirement
The requesting individual, organization, agency or group must complete the CFCC Space Request Form and obtain the approval of the Vice President for Student Services and Enrollment Management at least ten (10) business days in advance of the event.

Approved individual/groups must check in with the Vice President for Student Services and Enrollment Management and/or designee upon arriving on the campus on the day of the event.

Information Requirement
When completing the Space Request Form, all individuals or groups must provide the names of the persons who intend to speak on campus, the anticipated size of the group that will visit campus, and the name, address and phone number of a responsible contact person who will be present on campus during the event.

Disclosure of this information is required in order to allow proper planning and will not be grounds for denying or abridging the right to engage in expressive activities in the designated area.

Designated Areas
The following areas are designated for expressive activities by off-campus groups and individuals:

Wilmington Campus: The grassy area in front of the Burnett (W) Building on Water Street.

North Campus: The covered brick patio between the Eric B. McKeithan Center and the soccer field.

Scheduling Limitations
At the beginning of the academic year, the Vice President for Student Services and Enrollment Management shall establish a schedule of one day per week for expressive activities by off-campus groups and individuals. These areas will be made available to any off-campus group or individual for up to four hours per day between 11:00 a.m. and 3:00 p.m.

In order to promote opportunities for diverse speakers, an individual and/or group may not reserve or submit an application more than twice per academic year.

Noise Restrictions
Sound amplification is not permitted. Noise levels that cause, or are likely to cause, a disruption to the learning environment or the normal administration or operation of the College are prohibited.

Grounds for Denial of Access or Removal from CFCC Property

- Failing to comply with the procedures set forth.
- Communicating “fighting words” as defined in case law.
- Advocating illegal conduct that is directed to inciting or producing imminent lawless action and is likely to incite or produce such action.
- Touching, striking, or impeding the progress of pedestrians, except for incidental or accidental contact, or contact initiated by a pedestrian.
- Photographing, audio recording, or videotaping any faculty, staff or student without first obtaining written permission from the person to be photographed, audio recorded or videotaped.
- Engaging in disruptive or disorderly conduct that is reasonably likely to cause a material disruption to the learning environment or the normal administration or operation of the College.
- Damaging, destroying or stealing College or private property on campus.
- Possessing or using firearms, explosives, or dangerous weapons or substances.
- Obstructing the free flow of pedestrian or vehicular traffic.

Student Participation in CFCC Activities

Student success at Cape Fear Community College is based upon academic excellence. Accordingly, students should attempt to attend all scheduled class and laboratory sessions. Participation in extra-curricular activities is also important to the total education and personal development of CFCC students. Occasionally, a student may be required to miss a class session in order to participate in college-sponsored activities such as athletics, Phi Theta Kappa Honor Society, CFCC Ambassadors, Student Government Association, program conferences and competitions, and other activities approved by the Director of Athletics/Student Activities.

College officials sponsoring such approved student activities are expected to provide advance notice to faculty of anticipated absences and the list of students who will be participating. In addition, participating students must also inform their instructors in advance of such anticipated absences and are expected to make advance arrangements for making up all missed assignments. In such cases, class time missed will not usually be counted as absences provided participating students are otherwise in good academic standing.

If a faculty member believes that missing class due to a student activity is detrimental to the academic success of a specific student, the faculty member may request that the Vice President for Student Services and Enrollment Management (or his/her designee) review that student’s overall academic and attendance records to determine if the student’s absence warrants exemption from the College’s regular attendance policy.

Students who disagree with the Vice President’s decision may appeal to CFCC’s Judicial Board according to the College’s Grievance Procedure.

Final Grades

Final grades will be available through WebAdvisor to students after the end of each academic session. Course grades, along with semester and cumulative grade point average (GPA), will be displayed. Grade reports are no longer printed and mailed to students.

Incomplete Grades

An incomplete (I) will be given only when circumstances justify additional time to complete the course. Students must contact the instructor to request an Incomplete Grade. When an incomplete is granted, the course requirements must be completed within six weeks of the beginning date of the next academic session. Incompletes (I) not finalized within the appropriate time frame will convert to an "F". Exceptions may be made by the Vice President for Student Services and Enrollment Management.

Credit by Proficiency

For selected courses, students may request credit by proficiency examination for previous experience or training. The student must be currently enrolled at CFCC and must not have enrolled in the course prior to taking the proficiency exam. The student must make written application to the Registrar and the department chair. Students may challenge a course only once. Students successfully passing a proficiency exam will receive credit for the course as a "CR" (credit for record). Credit by Proficiency does not usually transfer. CLEP and AP exams (see below) may be used in lieu of proficiency exams

CLEP-College Level Examination Program

CLEP – College Level Examination Program®

The College-Level Examination Program® or CLEP provides students of any age with the opportunity to demonstrate college-level achievement through a program of exams in undergraduate college courses.

CFCC may grant credit in appropriate courses on the basis of CLEP examination results. The following guide describes the cutoff scores and credits that may be earned through the CLEP. Credit may be awarded for other CLEP tests not listed. Students should submit official CLEP scores and meet with a counselor in Student Services and Enrollment Management prior to registration for possible credit and proper course placement.

Examination	CFCC Course	Credit Hours	Min. Score
Accounting	ACC 120	4	50
Biology	BIO 110	4	50
Chemistry	CHM 151+lab	4	50
Information Systems & Computer Applications	CIS 110	3	50
Prin. Of Public Speaking	COM 231	3	50
Prin. Of Microeconomics	ECO 251	3	50
Prin. Of Macroeconomics	ECO 252	3	50
College Composition	ENG 111 & 112	6	50
College Comp Modular	ENG 111	3	50
Analyzing & Interp. Lit.	ENG 131	3	50
English Literature	ENG 241	3	50
American Literature	ENG 231	3	50
Western Civ. I	HIS 121	3	50
Western Civ. II	HIS 122	3	50
History of U.S. I	HIS 131	3	50
History of U.S. II	HIS 132	3	50
Humanities	HUM 211	3	50
College Algebra	MAT 171	3	50
Calculus	MAT 271	4	50
Precalculus	MAT 171 & 172	8	50
Prin. of Marketing	MKT 120	3	50
American Government	POL 120	3	50
Intro. Psychology	PSY 150	3	50
Human Growth and Development	PSY 241	3	50
Educational Psy.	PSY 263	3	50
Introductory Sociology	SOC 210	3	50
French	FRE 111&112	6	50
	FRE 211	*9	59
German	GER 111&112	6	50
	GER 211	*9	60
Spanish	SPA 111&112	6	50
	SPA 211	*9	63

*Students achieving the cutoff score for 211 are also given credit for 111 and 112.

AP® – Advanced Placement

CFCC may grant credit in appropriate courses on the basis of AP® examination results. The following guide describes the cutoff scores and credits that may be earned through AP®. Credit may be awarded for other AP tests not listed. Students should submit official AP® scores prior to registration for possible credit and proper course placement.

Examination	Score	CFCC Course	Credit Hours
Art History	3	ART 114	3
Art 2D Design	3	ART 121	3
Art 3D Design	3	ART 122	3
Biology	3	BIO 111 & 112	6
Chemistry	3	CHM 151 & 152	8
Computer Science A	3	CIS 115	3
Microeconomics	3	ECO 251	3
Macroeconomics	3	ECO 252	3
English Lang & Comp	3	ENG 111 & 112	6
Eng Lit & Comp	3	ENG 111 & 113	6
Environmental Science	3	ENV 110	3
French Language	3	FRE 111 & 112	6
French Language	4	FRE 111 & 112 FRE 211 & 212	12
German Language	3	GER 111 & 112	6
German Language	4	GER 111 & 112 GER 211 & 212	12
Human Geography	3	GEO 112	3
World History	3	HIS 115	3
European History	3	HIS 121 & 122	6
US History	3	HIS 131 & 132	6
Latin	3	LAT 111 & 112	6
Statistics	3	MAT 152	4
Calculus AB	3	MAT 271	4
Calculus BC	3	MAT 271 & 272	6
Music Theory	3	MUS 121	4
Physics I	4	PHY 151	4
Physics C-Mechanics	3	PHY 131	4
Physics C-Elec/Mag	3	PHY 132	4
Physics B	3	PHY 151 & 152	6
US Gov/Politics	3	POL 120	3
Comp.Gov/Politics	3	POL 210	3

Psychology	3	PSY 150	3
Spanish Language	3	SPA 111 & 112	6
Spanish Language	4	SPA 111 & 112 SPA 211 & 212	12

DSST (DANTES Subject Standardized Tests)

Students may receive credit by examination for achieving acceptable scores on the DSST (DANTES Subject Standardized Tests). Students should submit official DSST scores prior to registration for possible credit and proper course placement.

Educational Partnerships

Cape Fear Community College and its partners work together to provide a variety of academic, cultural, and work-based experiences designed to enhance the educational experience of students and improve the quality of life for local residents.

Partnerships with Business and Industry

Work Based Learning

CFCC partners with local business and industry to offer students on-the-job training opportunities through Work Based Learning. Participating students may earn college credit using approved work experience(s) specifically related to their educational program goals. Work Based Learning classes include WBL 111, WBL 112, WBL 121, and WBL 131.

Employers and organizations interested in having a work-based-learning student are urged to contact the Dean of Vocational and Technical Education at 910-362-7009 and see our web page: http://cfcc.edu/wbl/.

Student Enrollment Criteria: To qualify for one of these classes, students must meet the following criteria:

- Must be at least 18 years old. Students under 18 years old may participate if they have approval from the college and worksite. They must also complete an online NCDOL Youth Employment Certificate. The responsibility for filing the certificate lies with the employer.
- Must be enrolled in a program that offers WBL courses.
- Transcripts or degree audit must be attached with your application.

Please Note: Individual programs may have additional requirements for enrolling in a work-based-learning work experience course.

Registration Process: To register for a Work Based Learning course, a student must submit an application directly to the WBL instructor. After the college has approved the application, the student may register using WebAdvisor or through his/her academic advisor during the registration period. A Work Based Learning application is required each semester the student plans to enroll. The application is available online (http://cfcc.edu/wbl/).

Please note: Work-based-learning courses may not transfer to four-year institutions. Students should always check with the receiving college or university to verify transferability of any course. The college reserves the right to limit work-based-learning experiences based on the appropriateness, applicability, and location of the position.

For more information, please see the Work Based Learning Web page: http://cfcc.edu/wbl/ or contact the Dean of Vocational and Technical Education at 910-362-7009 or your lead instructor (AAS programs only).

Partnerships with Community Agencies

The North Carolina Career and College Promise Program: College Opportunities for High School Students

CFCC partners with high schools to offer high school students the opportunity to enroll in college classes early in order to earn both high school and college credit upon successful completion of CFCC courses. For more information, please see "The North Carolina Career and College Promise" in the Admissions section of this catalog or see our web page: http://www.cfcc.edu/ccp.

Service Learning

CFCC partners with local community service-based agencies to provide students enrolled in select classes the opportunity to complete service learning activities to fulfill requirements for a course project. The goal of service learning is to integrate into an assignment meaningful community service activities that help students better understand the course content. These activities should:

- Provide opportunity to apply ideas and theories learned in class to a reflective, service-based experience;
- Help students become more interconnected with the community through their contributions.

For more information about service learning projects at CFCC, please see our web page: http://cfcc.edu/servicelearning/.

History Teaching Alliance

The History Teaching Alliance (HTA), a partnership between CFCC, UNC-Wilmington, high schools, and local public historical sites and organizations, coordinates events designed to appeal to the intellectual curiosity of history educators and students. For more information about the HTA, please see our Web page: http://cfcc.edu/blogs/hta/.

Partnerships with Four-Year Institutions:

CFCC partners with public and private North Carolina four-year colleges and universities to provide a clear pathway from associate degree coursework to baccalaureate studies.

Statewide Comprehensive Articulation Agreements: The following transfer articulation agreements between North Carolina community colleges and North Carolina colleges and universities provide qualifying AA, AS, and AFA graduates clear guidelines for transferring from CFCC to a four-year college or university in North Carolina:

The North Carolina Comprehensive Articulation Agreement between North Carolina community colleges and North Carolina public universities.

The Independent Comprehensive Articulation Agreement between North Carolina community colleges and 24 North Carolina independent colleges and universities.

Bilateral Agreements: CFCC and select UNC institutions have bilateral agreements that provide qualifying graduates of AA, AS, and some AAS programs a pathway for transferring coursework into a four-year degree.

Select AAS programs:

- Qualifying graduates have the opportunity to transfer to UNC-Pembroke and earn a Bachelor's of Interdisciplinary Studies through online learning courses or face-to-face courses that UNC-Pembroke offers on the campus of CFCC.
- Qualifying graduates have the opportunity to transfer into UNC-Wilmington's Education of Young Children bachelor's program.
- Qualifying graduates can transfer to NC Wesleyan College to earn either a Bachelor of Science in Business Administration or a Bachelor of Science in Education. Both degrees are offered partly at a CFCC campus and partly online.

AA and AS (college transfer) programs:

- CFCC and UNCW Bilateral Agreement: Qualifying graduates have assured acceptance into UNC-Wilmington, provided graduates have completed the UNC-Wilmington application process and met all criteria stipulated in its bilateral agreement with CFCC. Graduates are admitted to UNC-Wilmington on a space-available basis; spring applicants may be deferred to the fall semester if space is not available.
- CFCC and NC Wesleyan College Bilateral Agreement: Qualifying graduates can transfer to NC Wesleyan College to earn either a Bachelor of Science in Business Administration or a Bachelor of Science in Education. Both degrees are offered partly at a CFCC campus and partly online.

For more information, refer to the "College Transfer General Information and Articulation Agreements" section of this handbook and see our Web page: http://cfcc.edu/partnerships/.

Independent Study

CFCC provides the opportunity for students to pursue, on an individual basis, subjects in the students' major area of study. Independent study is not intended, nor will it be allowed, as a substitute for existing courses as listed in the schedule of classes. If the student is preparing to complete the last full semester of study prior to graduation and the college is unable to offer a major course required for a degree, independent study may be considered. In an independent study arrangement, the student first seeks approval from the respective department chair who then works to identify an instructor to supervise the study. The chair will contact the student to let them know if there is an instructor available to supervise the study. The student then meets with the instructor. The instructor provides for a course outline and discusses course requirements and expectations with the student. The instructor then notifies the appropriate chair who authorizes scheduling of the course. The number of credits may vary. Current tuition rates apply, as do standard grading policies. Independent study opportunities are for students who:

- are currently enrolled in classes at CFCC
- have earned a 2.0 or higher cumulative GPA
- have completed 12 credits in their major program of study
- have met the pre-requisites and/or co requisites of the course proposed for independent study

Independent study courses are subject to the consent of the department chair and the availability of qualified instructors. Courses are run by semester and all work must be completed within the semester dates. Only one (1) course taken as independent study may be applied toward an associate degree, diploma, or certificate.

North Carolina High School to Community College Articulation Agreement

Through an agreement between the North Carolina State Department of Public Instruction and the North Carolina Community College System, high school graduates are eligible to receive CFCC credits for certain courses upon presentation and evaluation of a high school transcript. Courses eligible for CFCC credit can be found in the articulation agreement. Copies of the agreement are located in the offices of high school counselors.

Award of credit will only be given for courses that are required in a student's CFCC program of study. Criteria to award college credit:

- Students must enroll at the community college within two years of their high school graduation date.
- A grade of "B" or higher is required for the course.
- A raw score of 90 or higher is required on the standardized Career and Technical Education (CTE) post-assessment score report.

Any student wishing to receive credit should submit both an official high school transcript and CTE post-assessment score report. A CFCC counselor should then be contacted for transcript evaluation.

Experiential Learning

CFCC does not award direct credit for previous experience or training. Proficiency exams or CLEP exams may be used as a means of receiving credit for prior knowledge.

Academic Program of Study

A Program of Study is a specific or specialized academic field. Students seeking a degree, diploma or certificate are enrolled in a program of study. All programs of study/curriculum programs can be found on pages 54-55.

Academic Program Change

Students who desire to change from one academic program to another must see a Counselor to complete a Change of Program form. The counselor will evaluate program requirements and prerequisites and advise the student of any academic deficiencies. Students should also request re-evaluation of their transfer credits including previously earned CFCC credits. Students should complete this process prior to any registration period.

Course Repeat Policy

Courses that are repeated fall into three different categories:

1. Courses with an earned grade of "C" or better may be repeated two times.
2. Courses with an earned grade of "D," "F," "W," "WP," or "WF" may be repeated until successfully completed.
3. Audit courses may be repeated a maximum of two times.

When a course has been repeated, the higher grade will be used in the Grade Point Average (GPA) calculation. Lower grades will be removed from GPA calculation; however, these grades will continue to appear on the academic transcript

Students who receive Veteran's Benefits or Financial Aid should be advised that they may not receive funds for repeating courses which they have already passed.

Also, students who have received a degree from CFCC should be advised that the policy will not apply to courses which were taken to fulfill previous graduation requirements. A final student GPA is computed at the time of graduation, and this GPA may not be recalculated as courses are repeated.

The above Course Repeat Policy became effective Fall quarter, 1991 and revised Fall 2004.

Academic Forgiveness

Students may request, in writing, to the Director of Enrollment Management to have previous credits exempt from calculation in their cumulative grade point averages. Academic forgiveness is designed to assist returning students with low grades to have a fresh start upon re-enrolling after having at least a three year period of non-enrollment at CFCC. Prior to evaluation for Academic Forgiveness, the student must be re-admitted to the college, register, and successfully complete the first semester of course work at the 100 level or above with a GPA of 2.0. Exceptions may be made by the Vice President for Student Services and Enrollment Management.

Grades which may be disregarded from students' grade point averages are "F", "WF", and "NC".

Requests for academic forgiveness must specify (1) the period of initial enrollment, (2) the courses and grades considered for forgiveness, and (3) the period of non-enrollment.

Students granted academic forgiveness will have their cumulative grade point averages recalculated. While the forgiven grades will continue to appear on the official transcript, they will be marked as forgiven.

Academic forgiveness will be granted only one time.

Grades that are included in academic forgiveness are not exempt from academic progress relating to Financial Aid and VA educational benefits.

Academic Forgiveness has no bearing on any other institution or how they calculate grade point averages.

Grade Appeal Procedure

The purpose of the Student Grade Appeal Procedure is to provide an orderly and equitable process for resolving differences between students and faculty relating to final grades where the student believes he/she is being treated unfairly or arbitrarily.

Procedure

Step 1. The student with the conflict must first discuss the issue with the class instructor to attempt to resolve the difference. Every reasonable effort should be made to resolve the matter at Step 1. This initial conference must occur within fifteen (15) week days of the beginning of the subsequent school term. The instructor must notify his/her department chair of the grade appeal and provide written documentation.

Step 2. If a satisfactory resolution is not reached at Step 1, the student may contact the department chair seeking resolution. The student must contact the chair within ten (10) weekdays of the conference with the instructor. The department chair will seek equitable resolution by conferring with both the student and the instructor.

Step 3. If the student continues to be dissatisfied, he/she may, within five (5) weekdays of the date of notification of Step 2, file a written notice with the instructional dean responsible for the course in question. The dean will review and evaluate the conflict to determine what action, if any, should be taken to resolve the conflict. Written notification of that determination will be sent to the student within fifteen (15) weekdays of receipt of student's written notice.

Step 4. If the student is dissatisfied with the outcome of Step 3, he/she may file a written grade appeal with the Vice President for Student Services and Enrollment Management. Within ten (10) weekdays of receipt of the written appeal, the Vice President for Student Services and Enrollment Management will convene the Academic Subcommittee of the Judicial Board to hear the appeal and make a determination regarding the issue. The Vice President for Student Services and Enrollment Management will then notify, in writing, the student, the dean, the department chair, and the instructor of the Academic Subcommittee's decision. The student may appeal the Academic Subcommittee's decision to the President of the College or his/her designee. This appeal must be made within ten (10) weekdays of the student's receipt of the Academic Subcommittee's decision. The appeal process consists of the President of the College or his/her designee reviewing the written record submitted to date and does not involve an additional hearing. The President of the College or his/her designee will respond with his/her final decision to the appeal within ten (10) weekdays of receipt of the appeal.

Students dismissed from the clinical area in Allied Health and Nursing programs will follow the appeals process outlined in the program student handbook.

Satisfactory Progress Standards

Each student is expected to make satisfactory progress toward obtaining the degree, diploma, or certificate he/she has declared. The cumulative grade point average is reviewed at the end of each semester to determine whether the student has made the expected progress. The minimum cumulative GPA for remaining in good standing is a 2.0.

Academic Warning and Probation

Students whose cumulative grade point averages fall below Satisfactory Progress Standards (Cumulative 2.0 GPA) for any given semester will be placed on academic warning for the following semester. The notice of the warning will be sent to the students and their advisor for documentation only. Students on academic warning are encouraged to access CFCC resources including the Learning Lab, Counseling, enrolling in ACA 111 or ACA 122, advisors, Disability Support Services, and/or Career Services.

Students on academic warning whose cumulative grade point average remains below the Satisfactory Progress Standards (Cumulative 2.0 GPA) for the subsequent semester will be placed on academic probation for the upcoming semester. Students and their advisors will be notified of the academic probation. In addition, during the Fall and Spring semesters, students on academic probation may register for a maximum of ten (10) credit hours after meeting with their advisor to ensure academic success. During the summer session, students on academic probation may register for one course per session but not more than two for the entire summer semester.

Furthermore, students on academic probation whose cumulative grade point average remains below the Satisfactory Progress Standards (Cumulative 2.0 GPA) any subsequent semester thereafter will remain on academic probation until the satisfactory progress standard (Cumulative 2.0 GPA) is met. Students on academic probation are encouraged to repeat courses in which they received failing grade, and may register for a maximum of six (6) credit hours per semester. Students will remain on academic probation with limited credit hour enrollment until their cumulative GPA reaches 2.0.Students receiving financial aid must maintain satisfactory academic progress (SAP) to be eligible to continue to receive funding. All earned grades will be used to determine a student's compliance with the 2.0 cumulative GPA requirement, and all attempted hours will be included in the calculation of maximum time frame.

Academic Integrity / Cheating and Plagiarism

Cheating is any practice which gives one student a dishonorable advantage over another student engaged in the same or similar course of study. It shall include, but is not limited to the following: securing or giving assistance during examinations or on required work; the improper use of books, notes, or other sources of information; or the altering of any grade or academic record. Plagiarism includes submitting as one's own work or creation of any kind that which is wholly or in part created by another. All sources, including Internet content, whether paraphrased or quoted, must be cited correctly. Direct quotes must have quotation marks around them, or they are considered plagiarism even if the quote is correctly cited. Rearranging parts of author's sentences or substituting a few words is NOT paraphrasing and also constitutes plagiarism. When a faculty member observes cheating or acts of plagiarism on the part of the student, the case shall be handled in accordance with the following procedures:

1. The faculty member shall notify the student who has been observed cheating or plagiarizing that he/she will receive a grade of "F" on the assignment or "F" in the course. The faculty member, however, shall afford the student an opportunity to clarify his/her position. If the student accepts a grade of "F" on the assignment, the student may remain in the class.

2. The faculty member shall submit a written report of the incident stating the facts and the action taken to the Department Chair, the Dean, and Vice President for Student Services and Enrollment Management within ten (10) weekdays from the time the incident was discovered.

Right of Appeal

To initiate an appeal of an action taken in response to a violation of academic integrity, the student must submit a written appeal to the Vice President for Student Services and Enrollment Management within ten (10) weekdays after being notified of the action. The Vice President for Student Services and Enrollment Management will present the appeal to the Academic Subcommittee of the Judicial Board within ten (10) weekdays.

The committee will provide written notification to the Vice President for Student Services and Enrollment Management of its decision. The Vice President for Student Services and Enrollment Management will then notify the student, faculty, department chair, and dean of the committee's decision. The student may appeal the Academic Subcommittee's decision to the President of the College or his/her designee. This appeal must be made within ten (10) weekdays of the student's receipt of the Academic Subcommittee's decision. The appeal process consists of the President of the College or his/her designee reviewing the written record submitted to date and does not involve an additional hearing. The President of the College or his/her designee will respond with his/her final decision to the appeal within ten (10) weekdays of receipt of the appeal.

Prerequisites and Corequisites

A prerequisite is a course that must be taken prior to another course. A corequisite is a course that must be taken at the same time as another course or prior to the course to be taken. The college may mandate prerequisites and corequisites to ensure students are prepared to meet the requirements of the course material. Pre and corequisites are identified in the catalog. Students are responsible for meeting their program requirements, including prerequisites and corequisites. If students sign up for a class and do not meet the pre and/or corequisite requirements they may be administratively dropped from the course.

Students who drop on their own or who are administratively dropped after the first day of class and before the published refund date, are only eligible for a 75% refund. Students are advised to review published course prerequisites and co-requisites carefully before enrolling.

Waiver of Prerequisites and Corequisites

The Vice President for Academic Affairs and Workforce Development and the academic deans may waive pre and corequisites. Normally, a waiver will be recommended by the appropriate program director and approved by the department chair, dean, and the Vice President for Academic Affairs and Workforce Development.

Catalog of Record

Students are expected to meet the catalog requirements in effect at the time of their enrollment into a curriculum program. Anyone not in continuous enrollment for more than one semester (not counting summer) will be readmitted under the requirements of the current catalog. A student who changes programs must meet the requirements of the catalog in effect at the time of the change of program. A student`s academic advisor can recommend substitution of courses with adequate cause. Substitutions must have written approval from the instructor, department chair, and the Dean.

Most courses can be counted for credit toward graduation for an indefinite period of time. Some courses that depend heavily on technology, speed and accuracy, physical skills, and language skills will be subject to review after five years unless the student has been continuously enrolled. Courses subject to review may include, but not limited to, keyboarding, computer, foreign languages, developmental, and trades courses.

Degree Audit (Program Evaluation)

Degree Audit is a tool for tracking graduation progress based on the student's catalog of record. Degree Audit can be accessed through WebAdvisor so that students, advisors, and counselors can follow their progress towards completion of a degree, diploma or certificate. Students can also use the system for "what if" scenarios when considering changing majors.

Requirements for Graduation

To receive the Associate in Applied Science Degree, Associate in Arts Degree, Associate in Fine Arts Degree, Associate in Science Degree, Diploma or Certificate, a student must maintain satisfactory grades in all laboratory and class subjects and a cumulative grade point average of at least 2.00. (Students must earn a minimum of 25 percent of credit hour requirements at Cape Fear Community College).

Computer Competency

All CFCC degree graduates must demonstrate basic computer competency. Students in programs that require specific computer coursework may demonstrate their competency by successfully completing the computer class that has been designated in their program. Students in programs that do not require specific computer coursework will need to pass the Computer Competency Test offered through the Learning Lab (second floor, Health Sciences/Learning Resource Center Addition). Results will be forwarded to the Office of the Registrar and added to the student's academic record prior to graduation. Students may acquire basic computer instruction by successfully completing the computer class that has been designated in their program.

Students may demonstrate computer competency in one of the following ways: take the Computer Competency Test in the Learning Lab, or take a college transfer computer course: CIS 110, or CIS 115, or CSC 151. CIS 111 may be used to satisfy the computer competency requirement, but it is not a College Transfer course.

Information and help for students electing to take the Computer Competency Test through the Learning Lab may be found at http://cfcc.edu/learninglab/. Additional help may be found at http://www.gcflearnfree.org/office2013. Students are advised to prepare for the test through materials found on these pages.

Intent to Graduate

Candidates for graduation must file an Intent to Graduate in WebAdvisor and complete the Graduating Student Opinion Survey by the following dates:

Academic Year 2016-2017
Summer-Friday, June 16, 2017
Fall-Friday, November 4, 2016
Spring-Friday, March 17, 2017

Commencement exercises are held following the Spring semester and at the end of the Summer session.

Students who graduate in December are invited to participate in the May commencement exercises.

Upon graduation, a student's eligibility for financial aid and veteran's benefits may end. Therefore, students must contact the Financial Aid and counseling offices if they plan to continue enrollment at CFCC and receive aid in another program beyond graduation.

Graduation Needs

Orders for caps, gowns and class rings will be accepted by a company representative during announced dates. Students who anticipate graduating at the close of Spring or Summer academic sessions will be provided a limited number of commencement announcements. Students completing graduation requirements at the close of the Fall academic session will be invited to participate in the May ceremony.

Academic Honors

President's List

Full time students (12 or more credit hours during Fall and Spring semesters and 9 or more credit hours in the Summer semester) who have earned a grade point average of 4.00 will be placed on the President's List.

Dean's List
Full time students (12 or more credit hours during Fall and Spring semesters and 9 or more credit hours in the Summer semester) who have earned a grade point average of 3.50 with no grade lower than a "C" will be placed on the Dean's List.

Honors List
Honors list students are part time, have completed at least 4 credit hours and earned a grade point average of 3.50 with no grade lower than a "C". Part time is 11 credit hours or less during the Fall and Spring semester and 8 or less during the Summer semester.

President's Award
Graduating students who have achieved an "A" average, defined as a cumulative grade point average of 4.0, are recognized each year at graduation exercises for academic excellence.

(Courses numbered below the 100 level are not used to determine Academic Honors.)

Departmental Honors
Students who have demonstrated outstanding leadership, attitude and ability will be awarded Departmental Honors. Recipients for these awards are selected by lead instructors in cooperation with appropriate faculty.

CFCC Honors Program

Mission Statement: The Honors Program at Cape Fear Community College is an academic enrichment program designed to increase the educational experience of students who demonstrate academic excellence. The program offers students distinctive coursework that provides an opportunity to engage in an academically rigorous experience with other outstanding students; and the program allows students to develop skills in effective communication, critical thinking, independent learning, and scholarly exploration. The Honors Program will assist the growth of students both academically and personally and help ensure their continued academic success at Cape Fear Community College and beyond.

Honors Program Eligibility
Students must be enrolled in an Associate in Arts, Associate in Science, or Associate in Fine Arts program and meet one of the following criteria:

- Current College Student: If you are a current college student with a 3.5 GPA in at least 12 Credit Hours completed at college level, then you are eligible for the Honors Program.
- Recent High School Graduate: If you are a recent high school graduate with a 3.5 GPA (unweighted) or a 3.75 GPA (weighted) in high school, then you are eligible for the Honors Program.
- Early College High School: If you are currently enrolled in an early high school college with a 3.5 GPA (unweighted) or a 3.75 GPA (weighted) in high school or a 3.5 GPA in at least 12 Credit Hours completed at college level, then you are eligible for the Honors Program.
- Career and College Promise (Dual Enrollment): If you are currently in high school and taking college courses through a Career and College Promise program with a 3.5 GPA (unweighted)or a 3.75 GPA (weighted) in high school or a 3.5 GPA in at least 12 Credit Hours completed at college level, then you are eligible for the Honors Program.

Benefits to Honors Students
- Honors designation on the degree/diploma
- Recognition at graduation as an "Honors Program" graduate after the successful completion of at least 14 SHC of honors work (honors ACA 122 and 4 honors designated academic courses)
- Transferability of CFCC honors credit to several honors programs at North Carolina four-year institutions
- Increased competitiveness and preparation for leadership roles
- Smaller class sizes
- Increased academic rigor
- Honors advising and mentoring
- Priority registration

To apply to the CFCC Honors Program or for additional information go to www.cfcc.edu/honors.

Financial Aid

Cape Fear Community College administers Federal, State and institutional aid programs designed to assist students and their families in meeting the cost of obtaining a college education. These aid programs are intended to supplement available family resources, considered to be the primary source of educational funding.

Available Aid Programs

Federal Pell Grant The foundation of federal student financial aid, Pell Grants are awarded only to undergraduate students (those who have not earned a bachelor's or graduate degree) who demonstrate financial need.

Federal Supplemental Educational Opportunity Grant (FSEOG) Supplemental Grants are awarded to undergraduate students with exceptional financial need. Federal Pell Grant recipients receive priority for FSEOG awards.

Federal Work Study (FWS) Work-study awards provide part-time employment opportunities for eligible students to earn money to meet college expenses.

Federal Direct Stafford Loan The U.S. Department of Education provides the funding for student loans which are borrowed money that must be repaid with interest. Student must be enrolled in at least six credits each semester to be eligible. Returning student must have earned 30 credit hours to be eligible to borrow a second-year loan.

Federal Direct PLUS Loan PLUS loans are available to eligible parents of dependent students who are enrolled in at least six credits each semester. Parent loans are borrowed money that must be repaid with interest.

North Carolina Community College Grant (NCCCG)
This state grant provides funding to North Carolina residents enrolled in a community college who demonstrate limited or no eligibility for Federal Pell Grants.

North Carolina Education Lottery Scholarship (NCELS)
This state grant provides assistance to needy NC resident students enrolled at least half-time. Eligibility is determined based on the same criteria as the Federal Pell Grant with one exception: students not eligible for the Federal Pell Grant with an estimated family contribution of $5000 or less will be eligible for an NCELS.

Institutional Scholarships
Scholarships are awarded on the basis of financial need, academic excellence, special talent, or any combination thereof. A separate application is required.

Applying for Financial Aid

Apply for FSA ID. It will allow a student to apply online for federal and state financial aid and "sign" the application electronically-no paper is involved. Go to www.fafsa.gov anytime to request your FSA ID.

Complete the Free Application for Federal Student Aid (FAFSA). Go to www.fafsa.gov to apply for financial aid. A "FAFSA on the Web" worksheet is available online to assist in completing the application.

Eligibility After Graduation

Upon graduation, a student's eligibility for financial aid and veteran's benefits will end. Therefore, students must contact the Financial Aid, Veteran and Counseling offices if they plan to continue enrollment and want to receive aid in another program beyond graduation.

Financial Need and Expected Family Contribution (EFC)

Most federal and state financial aid is awarded based on need. An EFC number is used to determine financial need:

Cost of Attendance
- EFC
= Financial Need

The EFC is a measure of a family's financial strength and indicates how much of the family's resources should be available to help pay educational costs. The EFC is calculated from the information provided on the FAFSA according to a formula established by law.

Verification

Copies of federal tax transcripts and other documents may be required of financial aid applicants to verify the accuracy of the information submitted on the FAFSA. CFCC will notify applicants of documents required to complete the process upon receipt of FAFSA data.

Notification of Awards

Students will receive a notice announcing that the financial aid award has been processed.

Students who have been awarded Financial Aid, registered for classes, but do not attend at least once by the 10 percent date of the class will be dropped by the instructor as "never attended." Financial aid awards will be adjusted accordingly. No tuition and fee adjustments will be made.

Students who do not qualify for federal or state grant programs will be notified of their non-eligible status.

Programs Not Eligible for Financial Aid at Cape Fear Community College

Students enrolling in the following programs cannot receive financial aid because the programs do not meet the U.S. Department of Education eligibility requirements.

- Air Conditioning, Heating & Refrigeration Technology (certificate)
- Boat Building (Wooden) (certificate)
- Carpentry (certificate)
- Collision Repair & Refinishing Technology (certificate)
- Construction Management Technology (certificate)
- Criminal Justice Technology:
- Criminal Justice Technology (certificate)
- Industrial Security (certificate)
- Electrical Systems Technology (certificate)
- Electronics Engineering Technology (certificate)
- Industrial Systems Technology (certificate)
- Landscape Gardening:
- Landscape Gardening (certificate)
- Retention Pond Management (certificate)
- Mechanical Engineering Technology: CAD Drafting (certificate)
- Nurse's Aide (certificate)
- Phlebotomy (certificate)
- Plumbing (certificate)
- Real Estate Licensing (certificate)
- Special Credit (major)
- Sustainability Technologies:
- Sustainability Technology (certificate)
- Renewable Energy Technology (certificate)
- Sustainable Building Technologies (certificate)
- Truck Driver Training (certificate)
- Welding Technology:
- Welding Technology (certificate)
- Fabrication (certificate)

NOTE: Associate in General Education (AGE) Program – No financial assistance is available for free elective courses taken from curriculum programs that are ineligible for financial aid unless the courses are required for completion of the diploma and/or degree programs in the same discipline.

Satisfactory Academic Progress for Financial Aid Recipients

Federal and state regulations require that students receiving financial aid maintain satisfactory academic progress (SAP) to be eligible to continue to receive funding. This policy applies to all students receiving assistance from any financial aid program administered by the Financial Aid Office at CFCC.

Qualitative and Quantitative Standards

Financial aid recipients must meet both a "qualitative" and a "quantitative" standard to maintain eligibility for financial aid. Students must maintain a cumulative 2.0 grade point average (GPA) to meet the qualitative standard. Students must also successfully complete 67 percent of all credits in which they enroll to meet the quantitative standard.

Developmental Education courses (designated by course numbers below "100") are included in the calculation of a student's enrollment status. However, no more than 30 Developmental Education course hours can be used to determine a student's enrollment status for financial aid purposes. "Foundation" courses in math and English are NOT eligible for financial aid funding or inclusion in the determination of enrollment status because their content is below the post-secondary level.

Transfer credits from institutions other than CFCC will be totaled and counted in the determination of completion rate and maximum time frame.

Grades of "W", "WP", "WF", "NC", "NS", "I", "R", "U" and "F" do not count as successfully completed courses but do count as credits attempted and are used in the determination of enrollment status and maximum time frame. Audited courses are not eligible for financial aid funding and are not included in the determination of a student's enrollment status for financial aid purposes.

A student is permitted to repeat a previously passed course one additional time for the repeated course to be eligible for financial aid. A student can repeat a previously-failed course an unlimited number of times. All earned grades will be used to determine a student's compliance with the 2.0 cumulative GPA requirement and all attempted hours will be included in the calculation of maximum time frame.

Timing of Measurement

Satisfactory academic progress is measured after every semester. All terms of enrollment at CFCC are included in the measurement, even if the student did NOT receive financial aid. Summer and mini-sessions are also included.

Failure to Achieve Satisfactory Academic Progress

Students who fail to meet either of the progression standards will receive a warning notice. The preferred method of notification is electronic; messages are sent to the student's CFCC e-mail account. Students on warning are eligible to receive one additional semester of financial aid and are expected to use this period to reestablish satisfactory academic progress.

If a student fails to meet either standard for a second consecutive semester, s/he will receive a suspension notice. No financial aid will be awarded to a student on suspension until the student corrects the academic progress deficiencies. Students who do not meet the satisfactory academic progress requirements for financial aid eligibility can enroll at CFCC without financial aid to correct the deficiencies.

Appeal Process for Probationary Semester

The right to appeal is granted to any student whose financial aid eligibility has been suspended. An appeal must be based on significant mitigating circumstances that seriously impacted academic performance.

The student should submit a written appeal to the Financial Aid Office. An appeal letter must include why the student failed to make satisfactory academic progress and what has changed that will allow the student to make progress at the next evaluation (i. e., at the end of the next semester of enrollment).

An appeal letter must be accompanied by:

- A typed academic plan clearly stating how the student intends to meet progress standards, and
- A copy of the student's degree audit, which is available on the student's Web Advisor account. The degree audit displays completed courses and courses still required for program completion.
- Students are strongly advised to submit third party documentation supporting significant mitigating circumstances. For example, in case of significant medical issues, documentation may require medical reports and signed statements by physicians regarding the circumstances.

An appeal submitted without adequate documentation will be denied.

The appeal letter and supporting documentation submitted by the student will be forwarded to the Financial Aid Subcommittee of the Judicial Board. If the student chooses to make his/her own presentation to the Subcommittee, a written request to do so must accompany the appeal letter.

Please note that merely filing an appeal does NOT guarantee continued eligibility for financial aid.

The Financial Aid Subcommittee of the Judicial Board will review the appeal within 15 weekdays. Students will be notified of the Subcommittee's decision. The preferred method of notification is electronic; the decision notice is sent to the student's CFCC e-mail account. The decision of the Financial Aid Subcommittee of the Judicial Board is final and no further appeals are allowed.

If the appeal is denied, the student may reestablish financial aid eligibility for subsequent semesters ONLY by taking courses, without benefit of financial aid, until s/he is in compliance with all components of the CFCC satisfactory academic progress policy (67% completion rate and 2.0 minimum cumulative GPA).

If the appeal is approved, the student regains financial aid eligibility for one probationary semester. During the probationary semester and all subsequent semesters, the student must achieve a 75% completion rate and maintain a term GPA of 2.0. Failure to do so will result in suspension of financial aid after which the student will regain eligibility ONLY by taking a minimum of six (6) credits, without benefit of financial aid, until s/he is in compliance with all components of the CFCC satisfactory academic progress policy (75% completion rate and 2.0 minimum cumulative GPA). The classes in which a student registers to regain eligibility must be required for program completion. Previously-passed courses which the student retakes will not be included in the determination of Continued on Appeal status.

Maximum Time Frame

Federal regulations also establish 150 percent of the published length of the program as the maximum time frame allowed in which to complete an educational program. Maximum time frames allowed to complete CFCC programs, measured by credits attempted as a percentage of credits required for graduation, is as follows:

Program	# of Credits Required for Graduation	Max # of Attempted Credits Allowed for Financial Aid Eligibility
Certificate	18	27
Diploma	48	72
AAS	76	114
College Transfer/ AGE	65	98

If a student earns 67 percent of the credits attempted each semester, the student should complete the program of study within the maximum time frame.

The 150% count will include transfer credits and all credits attempted in all programs of study in which the student has been enrolled, regardless of whether or not a certificate, diploma, or degree was received. The number of credits attempted will be measured against the student's current active program of study.

Maximum Time Frame Appeal

Students who have exceeded the maximum time frame for their declared program of study must submit an "Exceeding Maximum Time Frame" appeal. The student must be meeting the cumulative 2.0 grade point average and 67% cumulative completion rate in order to submit a maximum time frame appeal. An appeal must be based on significant mitigating circumstances that seriously impacted academic performance.

A complete maximum time frame appeal will include:

1. The "Exceeding Maximum Time Frame" Appeal form, and
2. A copy of the student's degree audit, which is available on the student's Web Advisor account. The degree audit displays completed courses and courses still required for program completion.
3. Students are strongly advised to submit third party documentation supporting significant mitigating circumstances. For example, in case of significant medical issues, documentation may require medical reports and signed statements by physicians regarding the circumstances.

A student for whom a maximum time frame appeal is approved must complete 75% of all attempted credit hours with a minimum 2.0 grade point average each semester following the appeal approval. Failure to do so will result in suspension of financial aid eligibility.

Additional information and forms required to submit an appeal can be found on the Financial Aid Office website, http://cfcc.edu/finaid.

Student Responsibilities

It is the student's responsibility to monitor satisfactory academic progress as it relates to maintaining eligibility for financial aid. The Financial Aid Office assists with periodic measurement and notification to students who fail to meet the standards.

It is the student's responsibility to notify the Financial Aid Office of any grade change made after the official posting of semester grades.

It is the student's responsibility to follow up with the Financial Aid Office if s/he does not receive an appeal determination notice within three weeks of submitting the appeal.

NOTE: The Satisfactory Academic Progress Policy for financial aid recipients is different than the College's satisfactory progress standards maintained by the Counseling Department that places students on academic warning, probation or suspension for failure to achieve a 2.0 grade point average.

Return of Federal Funds

Regulations governing the administration of financial aid require a recalculation of aid eligibility for federal aid recipients who withdraw from all classes prior to the end of a semester. This recalculation is required regardless of the reason for the total withdrawal and differs from CFCC's general refund policy. Additional information is available in the Financial Aid Office.

Tuition/Fees/Books

Students who are eligible for financial aid can charge their tuition, fees and books up to the amount of their awards. If the amount of financial aid received is less than tuition, fees, and books, the student is required to pay the remaining balance at the time of registration or purchase of books.

Students who have been awarded financial aid, registered for classes, but do not attend at least once by the 10 percent date of the class will be dropped by the instructor as "never attended." Financial aid awards will be adjusted accordingly. No tuition and fee adjustments will be made.

Students will receive a check for the excess amount of financial aid remaining in their account following the payment of tuition, fees and books. It is the student's responsibility to make certain that the mailing address on file with CFCC is correct to avoid delays in delivery of refund checks.

Foundation Scholarships

Student scholarships are established through donations to the CFCC Foundation. Criteria for scholarships are specified by a donor in collaboration with Foundation staff, ensuring the most efficient use of the donation while helping as many students as possible.

The Foundation establishes endowed and Annual scholarships. Endowed scholarships are generated through the investment of permanently held principals from which only the interest is used. Annual scholarships are those from which all funds are dispersed as scholarships rather than as long-term investments. These scholarships are commonly referred to as "pass-through" scholarships.

Merit Scholarships

Many outstanding local high school students want to attend CFCC. To assist them, the CFCC Foundation awards ten Merit Scholarships annually to deserving New Hanover and Pender County seniors who exhibit academic excellence. To qualify for a CFCC Merit Scholarship, you must:

- Be a current high school senior
- Have applied for or been approved to enroll in CFCC in a curriculum program
- Submit a letter of recommendation from your high school principal, guidance counselor, or a high school teacher
- Demonstrate academic potential through high school grades, rank in class, and/or aptitude test results
- Be a US citizen or documented alien

Consideration will be given for non-school activities, work experience and community service. To apply for a Merit Scholarship, students should see their high school counselor or download an application from the Foundation website, http://cfcc.edu/foundation/.

The CFCC Financial Aid Office administers scholarships to CFCC students. Students should contact the Financial Aid office for applications, forms and specific information (910-362-7338). Scholarships are subject to change without notice.

For a current list of available scholarships, please go to http://cfcc.edu/foundation/.

Please visit the Foundation website at www.cfcc.edu/foundation for scholarship applications and additional information.

Student Ambassadors

During the spring semester, Student Ambassadors are selected to represent the College and the Foundation at a variety of college-sponsored events such as student registration and orientation, donor recognition events, and graduation.

Student Ambassadors should possess:

- An outgoing personality
- A professional appearance
- High academic achievement
- Strong oral and written communication skills
- Knowledge of the college and community
- The ability to make a positive impression
- Scheduling flexibility
- Access to transportation
- A high level of commitment to CFCC

Ambassadors must maintain full-time student status, a 2.5 GPA, and perform 2-5 hours required volunteer service work per week during their one-year appointment. Candidates must complete an application package and submit three letters of recommendation from faculty and staff of the College and other mentors from external sources. A committee appointed by the Executive Director of the CFCC Foundation interviews ambassador candidates and selects students to serve in the following year. Extensive training for new ambassadors is held during the summer.

Ambassadors receive scholarship funds to apply toward their tuition, fees and books. Official items of clothing are also provided. Applications for the Ambassador program are available to students in February of each year. For more information, visit http://cfcc.edu/foundation/.

Veterans Educational Benefits

The Veterans Administration determines the eligibility of students requesting Veterans educational benefits. The Financial Aid staff member located in the Veterans' Center processes necessary documentation, certifies enrollment and students' academic progress. The Veterans' Center provides assistance to student veterans in the transition to civilian and academic life. The center also provides guidance in obtaining other VA benefits to eligible students enrolled at CFCC.

Veterans' educational benefits are available to eligible veterans, spouses and children of certain categories of living and deceased veterans and to certain active duty military personnel, reservists and National Guard members.

The Veterans' Access, Choice, and Accountability Act of 2014 ("Choice Act") Section 702 requires Public schools to charge the in-state rate for covered VA beneficiaries that meet the state guidelines beginning July 1, 2015.

Maintaining Eligibility for Veterans Educational Benefits

Students receiving veterans educational benefits are required to maintain satisfactory academic progress. CFCC's progress standards appear on page 23 of this catalog. Recipients of veterans educational benefits whose cumulative GPA falls below 2.0 will be placed on academic probation for the subsequent semester. If the cumulative GPA remains below 2.0, the student will not be eligible to receive veterans educational benefits.

Prospective students who are eligible, or believe they may be eligible, to receive veterans educational benefits should contact the Veterans' Center.

Visit http://cfcc.edu/veterans for additional information.

Vocational Rehabilitation

This is a program administered by the North Carolina Department of Human Resources. The Division may provide services as are necessary to enable a physically, mentally and/or educationally disabled person to become self-employed. If a prospective student has a disability or is limited in his/her activity because of a disability, he/she may contact the nearest Division of Vocational Rehabilitation Office for consideration of assistance. The Wilmington Unit Office is located at 1506-A Market Street, Wilmington, NC. The telephone number is (910) 251-5710.

Expenses

Tuition

Tuition is established by the North Carolina State Legislature and is subject to change without prior notification. Current tuition costs can be found on the College's website at www.cfcc.edu, in the Schedule of Classes published for each academic term, or in the Admissions Office.

Tuition is due and payable on the day of registration unless otherwise noted. Any deferred payment or exceptions must be approved by the Vice President for Business and Financial Services. Self-supporting classes are not free for any student. If tuition is a major factor in the student's determination to attend CFCC, the student should contact the Financial Aid Office as soon as possible.

Students who register for a course and do not attend at least once during the first 10 percent of the course's term will automatically receive a grade of NS or "No Show" for that course. No tuition and fee adjustments will be made for grades of NS.

Payments can be made by cash, check, debit card, MasterCard, Visa, American Express, and Discover. Web Advisor is available for making payments by debit, credit cards and checks. Payments are not accepted via the telephone.

Student Fees

A non-refundable student fee is charged to all curriculum students for the Fall and Spring semesters. This fee is due and payable on the day of registration. The maximum fee charged is $70.00 per academic year, but is subject to change.

Funds collected from activity fees are used to support the costs of student publications, athletics, social activities sponsored by the Student Government Association, and student identification cards.

In the fall of 2003, the Board of Trustees of Cape Fear Community College approved a non-refundable "Technology Fee" to be charged to all curriculum students for the Fall, Spring and Summer sessions. The $2.25 per credit hour fee, not to exceed $36.00 in a semester, is due and payable on the day of registration.

Electronic Signature Policy for Students

Cape Fear Community College (CFCC) recognizes an electronic signature as a valid signature from employees and students subject to Conditions 1 and 2 below:

Condition 1: Campus Network Username and Password

- Institution provides student with a unique username
- Student sets his or her own password
- Student logs into the campus network and secure site using both the username and the password

Condition 2: Student Login ID and Personal Identification Number (PIN)

- Institution provides student with a unique PIN
- Student sets his or her own PIN
- Student logs into a secure site using both the login ID and PIN

An electronic signature is defined as any electronic process signifying an approval to terms, and/or ensuring the integrity of the document, presented in electronic format.

Students use electronic signatures to register, check financial aid awards, pay student bills, obtain unofficial transcripts, update contact information, log into campus computers, complete forms, submission of class work, tests, etc.

It is the responsibility and obligation of each individual to keep their passwords and PIN private so others cannot use their credentials. This is further explained in the CFCC Student Catalog section on "Computer Acceptable Use Policy".

Once logged in, the student is responsible for any information they provide, update, or remove. CFCC will take steps to ensure both the passwords and PIN are protected and kept confidential. Furthermore, users are responsible for logging out of all systems and exercising the necessary precautions when using publicly accessible computers.

This policy is in addition to all applicable federal and state statutes, policies, guidelines, and standards. The policy as it applies to employees is explained in Section 9.13.1 Computer Use Policies of the CFCC Faculty and Staff Handbook.

Student Identification Card

The student ID card is included as part of the curriculum student tuition and fees. The ID card should be carried at all times and presented upon request to a College representative. The ID card serves as the College library card, permits access to campus parking decks, and is required for participation in campus events and sports activities. Lost cards should be reported and a replacement card purchased for $10.00. To obtain an ID card, students need to present their current CFCC schedule and a photo ID, such as a driver license, passport, or military ID

Parking and Security Permits

A non-refundable fee is charged to curriculum students for College access, parking and security. A parking permit is issued when a student is paying for their tuition and fees in the Business Office. The parking permit is valid September 1 to August 31. The maximum cost of the College access, parking and security fee per semester is $40, but is subject to change..

Insurance

The College provides limited student accident insurance for curriculum students at no cost to the student; however, this insurance may not cover all expenses of treatment received by the student. Coverage is a (secondary) policy unless there is no other insurance in place. The College is not responsible for non-covered expenses. This accident insurance coverage is subject to approval by the Board of Trustees each fiscal year. Individual health insurance is the responsibility of each student. Students may purchase health insurance. Information is available in the Business Office.

The following students are required to purchase professional liability insurance: Associate Degree Nursing, Cosmetology, Dental Assisting, Dental Hygiene, Practical Nursing, Nursing Assistant, Occupational Therapy Assistant, Pharmacy Technology, Phlebotomy, Early Childhood, Paramedic, Sonography, Surgical Technician, and Radiography.

Textbooks, Educational Tools, and Fees

Students are expected to purchase textbooks which are usually available from the college bookstore at the beginning of each academic session. Although not required in all courses, additional educational tools are required in certain courses and programs. Some PED courses require an off campus gym fee. Cameras, chef's tools, safety eyewear, steel-toed boots and computers are examples of educational tools that are required for specific courses and/or programs. The bookstore does not have a charge or credit system; therefore, books and tools must be paid for at the time of purchase. Effective July 1, 2010, textbook pricing information for curriculum courses will be available on the College's website as required by the Higher Education Opportunity Act.

Bookstore

There are two CFCC bookstores. The Wilmington Campus store is located on the ground floor of the Health Sciences (L) building. The North Campus store is located in room NA114 in the McKeithan Center. The bookstores provide textbooks, supplies and other collegiate materials. Hours of operation and policies governing textbook refunds and buy-backs are posted in the bookstores.

Refund of Tuition

A 100 percent tuition refund will be made if the pre-registered curriculum student officially drops any/all classes prior to the first day of the College's academic session/semester. Students are also eligible for a 100 percent tuition refund if the College cancels the class. Drops must be processed through the Registrar's Office or through WebAdvisor.

A 75 percent refund will be made if the student officially drops a class(es) during the period starting from the first day and ending on the 10 percent day of the academic session/semester. A student is not officially dropped until he/she processes a signed drop card with the Registrar's Office. The effective date of the drop is the day the Registrar's Office receives the form. WebAdvisor is not available to drop classes during the 75 percent refund period.

Classes beginning at times other than the first week (seven calendar days) of the semester

A 100 percent refund shall be made if the student officially drops from the class prior to the first class meeting. Students are also eligible for a 100 percent tuition refund if the College cancels the class. Drops must be processed through the Registrar's Office or through WebAdvisor.

A 75 percent refund shall be made if the student officially withdraws from the class prior to or on the 10 percent point of the class. WebAdvisor is not available to drop classes during the 75 percent refund period.

Students who have not attended at least once by the 10 percent date of the class will be dropped by the instructor as a "No Show" and assigned a non-punitive transcript grade of "NS." No tuition and fee adjustments will be made.

Return Check Guidelines

Tuition payment made with a check returned by the bank will be considered nonpayment of tuition. Students will lose their classes or will not be able to attend classes until full restitution is made. Absences incurred due to nonpayment of fees will be counted in accordance with the College's attendance policy.

A returned check processing fee will be charged in the amount of $25.00 for a paper check or e-check when payment is refused by the bank for any reason.

Transcript of Record

(Curriculum and Continuing Education)

Upon written request of the student, a transcript of classes taken and credits earned at Cape Fear Community College will be sent to other colleges or third parties. Transcripts can be requested for colleges to which you have applied through the College's website (www.cfcc.edu). Transcripts requested in person will be printed on demand except during peak registration days or mailed as designated. The non-refundable cost for an official transcript is $5.00 each.

Graduation Fees

Fees for graduation are not included in the activity fee. The cost for caps and gowns are paid by the student directly to the company representative from whom they are being ordered. At present the cost is approximately $25.00, but is subject to change.

Applicable fees at time of printing are subject to change without notice.

Institutional Indebtedness

No student will be permitted to graduate, register for classes, or have a transcript issued until all financial obligations to the College are satisfied.

Personnel in the Armed Services

Any active duty member of the armed services or a military dependent who does not qualify as a North Carolina resident for tuition purposes may be eligible to pay a reduced tuition rate if eligibility requirements for the Military Tuition Benefit (N.C. General Statute Section 116-143.3) have been met. Members for reserve components are not eligible for the benefit unless they have been called up for active duty

Student Activities

Extra-curricular activities are an important part of the total educational program at Cape Fear Community College and fulfill the College's mission by providing a variety of activities that enrich students' lives. The goal of Student Activities is to accommodate student diversity in backgrounds, abilities, interest, and career objectives; enhance academic success; and promote diplomacy, unity, self-discipline, physical and emotional well-being, and leadership skills. The Student Activities Office is located in the Health Sciences Building (L112) and offers space for the many clubs at CFCC to hold their monthly meetings and is the home of CFCC Athletics. Student Activities also provides services, programs, and facilities for the students, faculty, and staff of the College.

Athletics and Intramural Activities

Cape Fear Community College is a member of the National Junior College Athletic Association (NJCAA), competing in Region 10, a high level of competition. College athletics may include basketball, volleyball, golf, soccer, and other NJCAA sponsored sports depending on student interest and facilities availability. Students participating in intercollegiate athletics must meet NJCAA/NCAA eligibility requirements and standards. Individuals participating in college athletics must be a high school graduate/GED, and or obtained a GED currently enrolled at CFCC and be in good academic standing. The goals and objectives of intercollegiate athletics are listed below:

Goals:

- To enhance academic success of student athletes
- To provide opportunities for participation in competitive college sports
- To promote the development of self-discipline and leadership skills

Objectives:

- Monitor the academic grade point average of collegiate student athletes
- Develop and monitor sports activities based on student interest as gleaned from Student Interest Survey and participation
- Monitor the retention and graduation/transfer rates of student athletes

Intramural Program

The CFCC Intramural Program is specifically designed to provide opportunities for students, faculty and staff to have fun, socialize, manage stress and improve personal health and wellness by participating in organized competitive sports and recreational activities.

The intramural program includes a wide variety of events. Past activities have included a table tennis tournament, 3 on 3 basketball, kick ball, flag football, volleyball, and other competitive activities based upon the overall interest of the CFCC students, faculty, and staff. General information and registration materials for intramural sports may be obtained through the Student Activities Office (L-112).

Student Government Association

The Student Government Association (SGA) is the official organization authorized by the administration to represent all students at Cape Fear Community College. The SGA is a democratic organization and as such elects officers each year. The State Board of Community Colleges, the CFCC Board of Trustees, and the administration, faculty, and staff fully support the SGA. This support is most visible in the office of the SGA President who, upon election to that office, automatically becomes a member of the Board of Trustees and the College Council. Additionally, students have SGA representatives on standing college committees. These committees are charged with annually reviewing and recommending changes to the College.

The Student Government Association is an active organization; it is the voice of the student body and has paved the way for good lines of communication between students and administration. Students receive practical experience in responsible citizenship through participation in a program of self-government.

The SGA is governed by its Constitution and By-Laws. Copies of these documents are available in the Student Activities office (L-112 or the Student Government Office S-400).

Social Activities

The social development of the student is an important phase of the total educational program at Cape Fear Community College. Under the sponsorship of the SGA, social events include concerts, cookouts, holiday celebrations, charity events, tournaments, athletic events and various other student body activities.

Student Ambassadors Program

Each year the College selects student ambassadors to represent CFCC at various college functions and special events. These students are selected based on their leadership ability, academic achievement, college involvement and their desire to assist other students and represent the College. The major purpose of the program is to teach students the importance of responsibility and teamwork, raise self-esteem and create a well-rounded college experience. See page 29 for more information.

Phi Theta Kappa

The Phi Theta Kappa International Honor Society encompasses the upper ten percent of all students enrolled in the two-year college system. Alpha Chi Sigma is the CFCC Chapter of Phi Theta Kappa. Membership in Phi Theta Kappa is extended by invitation only. Today Phi Theta Kappa is the largest honor society in American higher education with more than 2 million members and 1,250 chapters located in all 50 of the United States, U.S. territories, British Virgin Islands, Canada, Germany, Marshall Islands, Micronesia, and Palau. The innovative programs and services and array of membership benefits offered by Phi Theta Kappa are unequaled among honor societies. Programs and projects focus upon the Society's Hallmark of Scholarship, Leadership, Service and Fellowship. To be eligible for membership a student must complete a minimum of twelve hours of associate degree course work and generally earn a grade point average of 3.5 or higher.

Clubs and Organizations

(*active)
* 3MP (Minority Male Program)
*Ambassadors
*Anthropology
*Architectural Technology
*Art
ASID
Boat Building
*Ceramics
Chorus
Collegiate Secretarial
*Cosmetology
*Computer Technology Club
*Criminal Justice
*Culinary Club
Deaf and Hearing Impaired
*Dental Assisting
*Dental Hygiene
*Drama
*Engineering Technology Club (ETC)
*FCA (Fellowship of Christian Athletes)
*F.O.C.U.S.-(Film)
*French Club
*Green Building Club
Industrial Electricity
Instrumentation
Interior Design
Jazz
Machining Technology
*Mathematics
Mechanical Engineering/Drafting and Design
*Metals Guild
*Multicultural
Nursing ADN and LPN
Occupational Therapy Assistant
Paralegal
*Phi Theta Kappa-Alpha Chi Sigma Chapter (Honor Society)
*Philosophy
*Pineapple Guild (Hospitality Hotel/Restaurant)
*Political Science Club
*Portals Literary and Arts Magazine
PRIDE
*Psychology
*Radiography
*Salt-N-Light Club (Campus Ministry)
*Science Club
*Spanish
*SOAR (Success Outreach, Access, Building Relationships)
*SOTA (Occupational Therapy)
*Sociological Society (CFSSS)
*Sonography
Spanish Club
*Student Government Association
Student Sea Devil Club
*Student Veterans Club
Technology

Student organizations and clubs that help fulfill the mission of CFCC, accommodate student diversity, enhance academic success, promote diplomacy, unity, discipline, physical/emotional well-being, and develop leadership skills are an important part of Cape Fear Community College.

New student organizations and clubs may be approved by the Vice President for Student Services and Enrollment Management, in consultation with the Director of Athletics & Student Activities, after written application is submitted to the Director of Athletics & Student Activities. The written application must state the proposed name of the organization, the names of all students proposing the organization, the name of at least one faculty/staff member (full-time CFCC employee) who has agreed to serve as a sponsor to the group, and a complete description of the proposed activities of the group including, but not limited to, (1) purpose statement, (2) goals, (3) complete description of the organization's proposed activities, and (4) Club Constitution.

Once a student organization and/or club is approved, each activity must be individually approved by the Director of Athletics & Student Activities before it is undertaken. Student Activity Forms are available from the Director of Athletics & Student Activities. It is the primary responsibility of the proposing organization to provide accurate and complete descriptions of individual activities of the organization. Inactive student organizations and/or clubs may be disbanded at the College's discretion.

Guidelines for Display or Distribution of Handbills, Posters, or Other Materials by Student Clubs, Community and Non-Profit Organizations, and Individuals

The College would like to provide educational opportunities to its students and others in the college community and believes that public expression through displays or distribution of handbills, posters, or other materials can play an important role in accomplishing this goal. The College also believes firmly in its obligation to college employees and its students to provide an environment that is conducive to learning. Public expression that enhances this environment by affording students and others in the college community exposure to a variety of ideas is encouraged. Subject to the terms and conditions set forth in these procedures, to any rules or regulations established by the College pertaining to display or distribution, and to other applicable laws, rules, and regulations, an organization or individual may display or distribute handbills, posters, or other materials that are aimed at providing information to students.

The following guidelines apply to materials posted on the campus of Cape Fear Community College, regardless of the source of those materials. They include:

- Posted information shall not contain obscene or libelous information or other information that is not protected by law.
- Information will not be placed over existing notices. Outdated material will be removed to make room for timely information.
- All event items must be removed by the sponsoring organization immediately following the event.
- All notes to be posted in stairwells, at doorways, or in other college locations not otherwise permitted in these guidelines, require approval by the Vice President for

Student Services and Enrollment Management five work days (Monday through Friday) in advance of the proposed posting.

- Due to extreme space limitations, information to be posted by student groups, community groups, or individuals in areas other than those reserved for Phi Theta Kappa and academically-oriented student clubs will be posted for a maximum of two weeks and must be no larger than 8.5" x 11".
- Items not approved in the prescribed manner will be removed and discarded.
- Placement of information on vehicles of others on campus is prohibited.
- The College reserves exclusive rights to re-arrange materials to accommodate the display of additional materials, to establish limits on the amount of information organizations may display, and to deny additional requests when all designated space is being used.
- Failure by any organization or individual to abide by CFCC guidelines will be grounds for denying additional requests from the same organization or individual.

The College will grant access by an eligible organization or individual to areas of College premises, designated for public expression on a neutral basis, in accordance with these procedures. A grant of access to any particular organization or individual does not mean that the College endorses the beliefs, practices, or views expressed by that organization or individual, and outside organizations and individuals are expressly prohibited from stating, implying, or suggesting in any manner that they are endorsed by or associated with the College or that any publication, announcement, or other form of expression provided by the organization or individual has been approved by or is associated with the College. Areas of college premises designated for public expression will not be denied to any organization or individual on the basis of the content of information sought to be provided by or the convictions or affiliations of that organization or individual.

Given the varying nature of different organizations and the wide-range of notices that individual students and/or college personnel may wish to post on occasion, additional guidelines apply to certain types of organizations and individuals, as noted in the following information:

Academically-Oriented Student Clubs

Academically-oriented student clubs that are directly linked in name, purpose, and practice to specific instructional disciplines or programs offered at CFCC may post discipline-related displays and materials, including announcements of upcoming club meetings, on College bulletin boards in their respective academic departments, subject to advance approval of faculty sponsors, department heads, and the appropriate division Deans.

Other student clubs and community and non-profit organizations may distribute or display information relating to the approved purpose including announcements of upcoming meetings, in accordance with the following guidelines:

All items displayed by other student clubs in the category must be approved by the faculty/staff sponsor and the Vice President for Student Services and Enrollment Management. Items submitted by community and non-profit organizations must be approved for display by the Vice President for Student Services and Enrollment Management. The Vice President for Student Services and Enrollment Management will consider all requests for display and distribution in light of the availability of areas that are designated for such purposes and the availability of space for the proposed display or distribution within any designated area(s). Requests for access to distribute or display publications will be reviewed and granted on a first-come, first-serve basis. The College will communicate its approval or disapproval of access for distribution or display and any conditions of access to the requesting organization or group, generally within three business days after the request is submitted. Access for display or distribution of materials will not be provided if previously approved requests for access to display or distribute materials have resulted in space being unavailable for additional displays or distributions within any designated area(s). Approved materials may be displayed on the designated bulletin board(s). No one club may use a disproportionate amount of the allotted space unless other clubs do not elect to display information.

Committee organizations and individuals may display approved notices on designated bulletin board(s).

Appeal

Any organization or individual who believes that the opportunity to display or distribute handbills, posters, or other materials has been denied improperly may appeal the denial by providing written notice of the appeal to the Vice President for Student Services and Enrollment Management within three business days of the date on which the organization or group has been advised of the denial. Information supporting the appeal (which may include a written statement or, at the election of the individual or group, a conference with the College's Judicial Board) also should be provided. As a general rule, the Judicial Board will make a final decision within five business days of receiving the appeal and any written information or, if a conference with the organization or individual has been scheduled, after conducting the conference.

Student Publications

All student publications, printed and electronic, are supervised by the Director of Athletics & Student Activities, and the Vice President for Student Services and Enrollment Management. Students are invited to submit information to the Director for possible inclusion in printed material. All material must adhere to the canons of responsible journalism, including the avoidance of libel, indecency, vulgarity, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo.

The Vice President for Student Services and Enrollment Management has the authority to determine responsible journalism and to prohibit the publication of any material in violation of the canons of responsible journalism.

General Information

Change of Name/Address

It is extremely important for the College to have accurate name and address information for each student. Students must have their name formally changed with the Social Security Administration and the Department of Motor Vehicles in order to process a name change. Name changes can only be done in person in Student Services and Enrollment Management. Students with new addresses may complete a form in Student Services and Enrollment Management or update their address online through WebAdvisor.

Children on Campus Policy

Children cannot be taken into classrooms, laboratories or shops unless authorized by College personnel. Responsible adults will be expected to remove disruptive children immediately. Children cannot be left unattended on campus including the Learning Resources Center, the cafeteria, lounge areas, registration sites, administrative offices or parking lots.

Failure to comply with this policy will lead to disciplinary action as outlined in the College Catalog, Student Handbook and Faculty and Staff Handbook. Visitors violating this policy will be notified of the violation and continued violation will result in the individual being asked to leave campus.

Dress

CFCC invites prospective employers and industry representatives on campus throughout the academic year. Therefore, while students may dress casually, they are encouraged to dress neatly and cleanly. Students are required to wear shoes to help ensure safety on campus and/or college facilities.

Where special dress or safety devices are required by the College, North Carolina Community College System, regulations, or public law, students are expected to fulfill those requirements.

Housing

The College does not have housing facilities. However, upon request and if known, college officials will provide students information concerning available housing. Students are advised to have a clear understanding with landlords regarding all rental and/or lease agreements. Students are urged to make housing arrangements well in advance of enrollment.

Lost and Found

The Campus Police office will accept articles found on campus. If contact information is available, the owners will be notified. Articles will be held for the remainder of the semester and will then be donated to a non-profit organization.

Parking

To park on any CFCC property, you must clearly display a CFCC parking decal. Parking decals, along with rules and regulations, are obtained in the Business Office. Violation of parking policy may result in citations, towing or booting of vehicle, or further disciplinary action.

Downtown, the College offers student surface parking lots and a parking deck at 200 Hanover Street. Students must have a CFCC Student ID card to enter and exit the parking deck. North Campus, the Burgaw Center, and Alston W. Burke Center offer student surface parking lots.

Handicap parking is provided at each of the Downtown Campus buildings, North Campus buildings, the Burgaw Center, and Alston W. Burke Center. Downtown, anyone displaying a DMV Handicap placard or license plate may park in any of the metered parking spaces without paying.

For complete rules and regulations, along with the most up to date information regarding parking and traffic conditions, please refer to http://cfcc.edu/parking/ or follow us on Twitter @cfccparking.

Student Expectations, Rights, and Responsibilities

Student Records

CAPE FEAR COMMUNITY COLLEGE RESPONSIBILITIES UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (THE BUCKLEY AMENDMENT)

Under the Family Educational Rights and Privacy Act of 1974, the rights of the student and the responsibilities of the institution concerning the various types of student records maintained by the institution are established. Consistent with this legislation, Cape Fear Community College establishes the following policy to ensure compliance. Failure to comply with standards prescribed in the Act could jeopardize federal funding received by the institution and its students.

Rights of Students

In compliance with the law, an individual becomes a student when he/she registers at the College. Upon reaching age 18 or attending an institution beyond the high school level, the student has the right to view his/her own school or college records. These records include the academic transcript of the College, post-secondary transcripts, high school transcripts, and other documents maintained as part of the students permanent file with the exception of confidential letters of recommendation. All permanent academic records are housed and maintained by the Registrar.

CFCC requires written authorization from the student prior to release of academic records. A minimum of 48 working hours will be required by the College to access the requested academic information. The student may inspect, copy, and review his/her records in the Registrar's Office. There may be a charge for copies.

Rights of Parents

Parents of a child who is under the age of 18 and has never attended an educational institution beyond high school level has the right to inspect and review that child's academic records. After a student reaches the age of 18 or enters a post-secondary institution, the parent will be denied access to the student's academic record unless the student gives written consent in the Office of the Director of Records and Registration. The College assumes that all students are independent adults attending an institution designed for adult education. Parents do have the right to review the academic records of their child if they are claiming the child as an income tax deduction; however, they must show proof of the claim.

Rights of Faculty

The faculty of the College has a legitimate educational interest in a student's academic records. Therefore, access to those records is authorized by the institution. Along with this access comes certain obligations and responsibilities.

A faculty member shall not access educational records of any student for which he/she does not have a direct advisory responsibility. Those with direct advisory responsibility include the current instructors of the student, the student's faculty advisor, and the appropriate department head and division chair. A faculty member not professionally associated with a student shall not access educational records of the student without the written consent of the student.

A faculty member shall not disclose any information from a student's record to a third party (i.e., other students, other faculty members, employers, etc.) without the written consent of the student. Parents of the student do not have special access rights and should not be given information without the student's written consent.

A faculty member shall be responsible for the security of all academic information in his/her possession. These records must not be accessible to students and unauthorized personnel.

A faculty member shall refrain from disclosing academic information by phone without the expressed written consent of the student.

Rights of Administration

Student Services and Enrollment Management and specifically the Registrar's Office, has the responsibility of maintaining and safeguarding the academic records of all students of the College. Consistent with this responsibility, the personnel of Student Services and Enrollment Management will access student records as needed. However, these individuals bear the responsibility for ensuring that no unauthorized disclosure of student academic information occurs without the expressed written consent of that student.

The President, Vice-Presidents and Deans of the College may access student records when needed to facilitate the student's educational pursuit. College administrators may disclose a student's educational records to appropriate parties in connection with a health or safety emergency. Furthermore, College Administrators have the right to contact parents of any student under the age of 21 that has violated a Federal, State, or local law, or any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance.

Educational records of a student will not be accessed for employment decisions without the expressed written consent of the student. Information from student academic records may be shared in aggregate for educational research purposes.

Directory Information

Directory information includes name, major field of study, full time/part time enrollment, the most recent college attended, dates of enrollment, degrees and awards received, and the College assigned email address.

Students have the right to withhold disclosure of any directory information by completing a request for non-disclosure in the Director of Records and Registration's Office. Requests for non-disclosure must be filed annually. The College assumes that a student's failure to file a request for non-disclosure indicates approval for disclosure.

Under the Family Education Rights and Privacy Act of 1974, commonly referred to as the Buckley Amendment, students are granted a certain level of privacy with respect to their educational records. The complete text of The Buckley Amendment is available for review in the Office of the Director of Records and Registration.

Patent and Copyright Policy

Every invention, discovery, material, work, product, or any part thereof, that results from the efforts of a full or part-time employee, student, or outside consultant carried out while in the employment of, or under contract or agreement of any kind with, the College and that is produced or brought about in any fashion with the aid of the College's facilities, staff, or through funds administered by the College shall, as between the College and the full or part-time employee, student, or outside consultant, be the property of the College. Any patents, trademarks, trade names, and/or trade secrets shall belong to the College and any legal protection applied for shall be applied for by the College or through an authorized agent, assignee, or licensee in the name of the College.

As a general rule, all rights to copyrightable material are the property of the creator. The creator shall be deemed to be the College where a specific contract so provides, where a full or part-time employee, student, or outside consultant is employed for the purpose of producing a specific copyrightable work, or where necessary to reflect the contribution of the College to the work, as in the case of software or audiovisual material of any kind.

As between the College and The State Board of Community Colleges, ownership of any of the above-described items shall be determined in accordance with applicable regulations of the State Board of Community Colleges.

The College may charge a reasonable rental fee for use of any of the above-described items and, further, if such item is a learned journal, work of art, book, publication, textbook, library book, form bulletin, or instructional supply, then it may, as allowed by the Umstead Act, be offered for sale by the College.

This policy shall be deemed to be a part of any existing and/or future employment or consulting agreements of the College. (approved by the CFCC Board of Trustees, March 17, 1994)

Computer Acceptable Use Policy

Purpose

College owned or operated computing resources are reserved for the educational, instructional, research, and administrative computing needs of the faculty, students, staff, and other individuals authorized by the College. The College's computing resources include but are not limited to all College computers and hardware, access to the Internet or access to any College intranet provided through College owned or operated computers, online and offline storage, and network and communications facilities. Access to these computing resources is a privilege and, therefore, it is essential that all users exercise responsible ethical behavior when using these resources. Users are expected to read, understand, and comply with the College's Acceptable Use Policy.

The College monitors access to the computing resources and reserves the right, without prior notice to users, to access the College's computing resources and to use any and all information retrieved from the computing resources. Users do not have an expectation of privacy regarding their use of the computing resources, and by accessing and using the College's computing resources, users expressly consent to such monitoring, access, and use by the College. Further, information contained on the College's computing resources and in College accounts, including but not limited to e-mail, may be subject to inspection under the Public Records Law of the State of North Carolina.

The College does not attempt to articulate all required or unacceptable behavior by its users. Therefore, each user's judgment on appropriate conduct must be relied upon. To assist in such judgment, users will follow this policy:

1. College computing resources are to be used only for educational, research, or instructional purposes for which access is provided, and are not to be used for any unauthorized purpose, including but not limited to commercial purposes, unauthorized access to remote computers or non-College related activities.

2. An access account assigned to a user must not be used by any other individual. Users are responsible for the proper use of their accounts, including proper password protection and appropriate use of the College's computing resources. Obtaining another user's password, allowing friends, family, co-workers, or any other individual use of your or another user's account, or other unauthorized use of an access account is a serious violation of this policy.

3. Users shall not create, display, transmit, or make accessible threatening, racist, sexist, obscene, offensive, annoying or harassing language, e-mail messages, and/or material, including broadcasting unsolicited messages, sending unwanted e-mail, or impersonating other users. Remember-the College's policies against discrimination and harassment apply to communications through the College's computing resource or otherwise.

4. All computer software is protected by federal copyright law. In addition, most software is being proprietary and protected by legal licensing agreements. Users are responsible for being aware of the licensing restrictions for any software used on the College's computing resources.

5. Users shall not download, reproduce and/or distribute copyrighted or licensed materials without proper authorization from the author or creator. Additionally, users shall not publish information, messages, graphics, or photographs on any web page, with the express permission of the author or creator.

6. Users shall not engage in activities to damage or disrupt the hardware, software, or any communication associated with the College's computing resources, such as virus creation and propagation, wasting system resources, overloading networks with excessive data, or any attempt to circumvent data protection schemes or uncover security loopholes.

7. Users shall not waste, monopolize, interfere or misuse the College's computing resources by, for example, requesting an excessive number of copies from a printer, playing games or participating in chain letters or Ponzi schemes.

8. Users shall not access or damage any portion of the College's computing resources or other College property, such as College records, applications or data. The College's computing resources shall not be used for illegal activities.

9. Users learning of the misuse of the College's computing resources or violations of the Acceptable Use Policy must notify a faculty member of the College or other College official immediately.

10. Any student identified as initiating or participating in the verbal, social, or physical bullying; whether in person, through social media or through electronic devices will be subject to disciplinary action as determined by the Office of the Vice President of Student Services and Enrollment Management.

Enforcement

Failure to follow the Acceptable Use policy and any misuse of the College's computing resources may result in the suspension or revoking of access accounts, removal from the class with a grade of "F", as well as other College disciplinary sanctions including but not limited to conduct warning, probation, suspension, or dismissal from the College. All College policies and procedures are applicable to users of the College's computing resources. A violation of the Acceptable Use Policy is considered participation in an activity which disrupts the educational process of the College and is a violation of the Code of Conduct, as well as other applicable policies and procedures of the College. Any conduct, which violates local, state, or federal laws, will result in the immediate loss of all access to the College computing resources and will be referred to appropriate College offices and/or law enforcement authorities.

CFCC Student Code of Conduct

It is expected that at all times the student will conduct himself/herself as a responsible adult. Participation in any activity which, in the opinion of the administration, disrupts the educational process or functioning of the College may result in disciplinary action. Specific violations of conduct include, but are not limited to the following:

a. destruction of college property
b. stealing
c. gambling
d. use of profane language
e. engaging in personal combat
f. possess or carry, whether openly or concealed, any weapon on campus; the only exception to this
g. directive is in the case where training or job requirements of the students or employee requires that such be carried
h. possession and/or use of alcoholic beverages
i. possession and/or use of any drug as defined under North Carolina General Statutes
j. noncompliance of the Tobacco Free Campus Policy
k. initiating or participating in verbal, social, or physical bullying; whether in person, through social media, electronic devices or any other means.
l. sexual misconduct
m. general disruptive behavior
n. academic misconduct
o. harassment
p. noncompliance of the Computer Acceptable Use Policy
q. forgery
r. fraud

Violation of these rules of conduct will not be tolerated in or on any part of the campus, its satellites, equipment it operates, or wherever its employees or students are required to be while performing their duties as employees or students. Any violation of these standards of behavior may result in disciplinary sanctions and/or dismissal from the College. Additional classroom rules will be designated by instructors or supervisors and must be followed by all. College administrators have the right to contact parents of any student under the age of 21 who has violated a federal, state, or local law, or any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance (g and h above).

Any person observing conduct violation(s) should immediately contact the Vice President for Student Servicesand Enrollment Management or the Dean of Student Affairs.

Drug and Alcohol Policy

1. Cape Fear Community College does not differentiate among unlawful users, sellers, or pushers of drugs or alcohol. Any employee or student who unlawfully uses, possesses, sells, gives, or in any way transfers alcoholic beverages or a controlled substance is subject to disciplinary proceedings by the College, and referred for prosecution.

2. The term controlled substance means any drug listed in CFR part 1308 and other federal regulations, as well as those listed in Article V, Chapter 90 of North Carolina General Statutes. Generally, these are drugs which have a high potential for abuse such as: Marijuana, Cocaine, PCP, Heroin, and Crack among others. They also include legal drugs that are not prescribed by a licensed physician. The term alcoholic beverage includes beer, wine, whiskey and any other beverage listed in Chapter 188 of the General Statutes of North Carolina. Persons within the College community are responsible for knowing about and complying with the Cape Fear Community College Drug/Alcohol Policy.

3. Any employee or student who is convicted of violating any criminal drug or alcoholic beverage statute while in the workplace, on College premises, or as part of any College sponsored activity, will be subject to disciplinary action by the College up to and including termination or expulsion, and referred for prosecution. Specifically, any such person convicted of a felony, or a misdemeanor which results in an active prison sentence will, if a student, be expelled, or if an employee, be terminated from employment (subject to existing disciplinary policies applicable to state or federal law which may apply to employees). Other misdemeanors or convictions will be evaluated on a case-by-case basis and the specific penalties may range from written warnings with probationary status to enrollment expulsions and employment discharges. The College may also require the employee or student to successfully complete a drug abuse treatment program as a precondition for continued employment or enrollment. Persons charged with illegal drug/alcohol involvement may be suspended pending any legal proceedings if, it is determined by the President, or his designee, that the persons continued presence within the College would pose a serious and immediate danger to the health or welfare of other persons within the College.

4. Each employee or student is required to inform the Personnel Director or the Vice President for Student Services and Enrollment Management, respectively, in writing within five (5) days after a conviction of any criminal drug or alcoholic beverage control statute where such violations occurred in the College workplace, on College premises, or as part of any College sponsored activity. A conviction means a plea or a finding of guilt (including a plea of nolo contendere) and the imposition of a sentence by a judge or jury in any federal or state court.

5. College Administrators have the right to contact parents of any student under the age of 21 that has violated a Federal, State, or local law, or any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance.

For those students or employees receiving or working under a federal grant, the College must notify the United States governmental agency from which a grant was made within ten (10) days of receipt of such notice from the grant employee, or otherwise after receiving actual notice of a criminal drug conviction. Appropriate disciplinary action will be taken by the College within 30 calendar days from the receipt of such notice. The law requires that all employees abide by this policy as a condition for continued employment on any federal grant.

Legal Consequences
The illegal use of drugs and alcohol constitutes a serious crime under federal, state and local laws. Convictions may result in imprisonment, fines and/or mandatory community service. A drug conviction can disqualify a student for federal student aid. A record of a felony conviction may prevent a person from entering a chosen career. North Carolina law makes it illegal to manufacture, to sell or deliver, to possess with intent to sell or deliver, or to traffic controlled substances.

Under North Carolina law, the minimum age to purchase, possess, or consume any alcoholic beverage is 21 years old. Consumption of liquor or fortified wine by anyone 18 years old and younger is a Class 1 misdemeanor. Those 19- and 20-year-olds who drink beer or wine will be charged with a Class 3 misdemeanor. A person convicted for the first time of selling or providing alcohol to someone under 21 will receive a minimum sentence of a $250 fine and 25 hours of community service. For a second or subsequent offense within four years, the penalty is no less than a $500 fine and 150 hours of community service. A person convicted of aiding and abetting the sale or provision of alcohol to someone under 21 for a second or subsequent offense within four years, the sentence is no less than a $1000 fine and 150 hours of community service. A driver may not consume any alcoholic beverages while driving. Driving after drinking with an alcohol concentration of .08 means a person is driving while impaired. No person may transport in the passenger area spirituous liquors in any container other than the manufacturer's unopened original container. Violations may result in imprisonment, fine, mandatory community service and/or loss of driving privileges. Therefore, 19- or 20-year-olds who are convicted of an alcohol violation may have a criminal history that would affect professional organizations, and employers could use such a record to reject an applicant.

Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance
• 21 U.S.C. 844(a)-1st conviction: Up to 1 year imprisonment and fined at least $1000 but not more than $100,000, or both. After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least $2,500 but not more than $250,000, or both. After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least $5,000 but not more than $250,000, or both. Special sentencing provisions for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 years and fined up to $250,000, or both, if:

1st conviction and the amount of crack possessed exceeds 5 grams.
2nd crack conviction and the amount of crack possessed exceeds 3 grams.
3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.

• 21 U.S.C. 853 (a)(2) and 881 (a)(7) Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1 year imprisonment. (See special sentencing provisions re: crack)
• 21 U.S.C. 881(a)(4) Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.
• 21 U.S.C. 844a Civil fine of up to $10,000.
• 21 U.S.C. 853a Denial of Federal benefits may apply, such as student loans, grants, contracts, and professional and commercial licenses.
• 18 U.S.C. 922(g) Ineligible to receive or purchase a firearm.
Miscellaneous: Revocation of certain Federal licenses and benefits, e.g. pilot licenses, public housing tenancy, etc., are vested within the authorities of individual Federal agencies.
Note: These are only Federal penalties and sanctions. Additional State penalties and sanctions may apply.

Health Risks
No illicit drug is free of health risks. Most carry the danger of psychological or physical addiction. All cause distortion of brain functioning and can alter thinking, perception, and memory, as well as, affect behavior. The use of intravenous drugs also presents the risk of infection with potentially deadly diseases (e.g. AIDS develop as result of damage to the respiratory, circulatory, and other body systems). Every illicit drug has the potential to result in death-whether from the body's own reaction to the abuse of drugs or from accidents caused by persons who are impaired. Although alcohol is not an illegal substance when consumed by adults over the age of 21, it presents many of the same health risks as illicit drugs. Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increases the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions; severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described. Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver. Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

Available Resources
Many public and private resources are available for those needing assistance with drug or alcohol issues. In New Hanover County, call (910) 251-6530. In Brunswick County, call (910) 253-4485. In Pender County, call (910) 259-5476.

Another resource is the Alcohol/Drug Council of NC Information and Referral Service: (800) 688-4232. This is a drug abuse information and treatment referral line where individuals can get information and referrals to appropriate treatment facilities.

Counseling and Rehabilitation Services to Prevent Substance Abuse
Students, faculty, and staff may seek assistance with an alcohol or drug-related problem through Cape Fear Community College. A listing of available services and referrals will be provided in the Counseling Office of Student Services and Enrollment Management.

A copy of this policy is distributed annually to students and employees.

Zero Tolerance Statement

The College reserves the exclusive right to immediately suspend any activity that is not being conducted in exact accord with the college-approved description of the activity or any activity that substantially disrupts or materially interferes with the work, discipline, and/or educational activities of the College (e.g., by violating reasonable college rules and regulations, interrupting classes or other college programs or activities, or inciting or producing imminent violence or other lawless action on college premises) as adjudged by designated college officials. The College reserves the exclusive right to disband any student organization and/or club that; (1) conducts such inappropriate and/or unapproved activities; and (2) fails to follow college guidelines.

Moreover, Cape Fear Community College has "zero tolerance" when it comes to drugs and alcohol consumption while representing the college during college events. Any violation will result in immediate suspension from the college for one academic year and complete withdrawal from all current classes; no exceptions. In addition, the suspended individual will have a notation placed on their permanent CFCC record.

Cape Fear Community College does not differentiate among unlawful users, sellers or pushers of drugs or alcohol. Any student who uses, possesses, sells, gives or in any way transfers alcoholic beverages or a controlled substance is subject to disciplinary proceedings by the College and referred for prosecution. For more information refer to the Cape Fear Community College's Drug and Alcohol Policy.

Tobacco Free Campus Policy

Cape Fear Community College:

- is committed to providing its employees and students with a safe and healthful environment.
- recognizes the use of tobacco products on campus grounds is detrimental to the health and safety of students, staff, faculty and visitors.
- recognizes that it has the legal authority to prohibit tobacco use pursuant to G.S. 143-599.

Therefore, Cape Fear Community College has set the following 100% tobacco free campus policy, to be implemented on August 1, 2009.

1. Use of tobacco is prohibited by students, staff, faculty or visitors:
    - in all campus buildings, facilities or property owned, maintained, or leased by Cape Fear Community College and outside areas of the campus;
    - on campus grounds, facilities, or in vehicles that are the property of the college;
    - in personal vehicles while on property owned or leased by Cape Fear Community College;
    - at lectures, conferences, meetings, athletic, social and cultural events held on college property;
    - for the purposes of this policy, tobacco is defined as any type of tobacco product including, but not limited to, cigarettes, cigars, cigarillos, pipes, bidis, hookahs, smokeless or spit tobacco or snuff, e-cigarettes or any product simulating smoking instruments.
    - except at a specific location(s) on the North Campus as approved by the College President due to unsafe conditions going off-campus.

2. The sale or free distribution of tobacco products, including merchandise, on campus or at school events is prohibited.

3. Student organizations are prohibited from accepting money or gifts from tobacco companies, including:
    - Events sponsored by tobacco companies and allowing them to distribute free, reduced-price, or fully priced tobacco products (T-shirts, hats, etc.) on campus.
    - All tobacco advertising, such as billboards and signs in all campus buildings, facilities or property owned or leased and operated by Cape Fear Community College.

4. Tobacco advertisements are prohibited in college-run publications and on grounds or facilities, including athletic facilities, owned or operated by Cape Fear Community College.

5. Cape Fear Community College will provide access to tobacco cessation programs on campus.

These tobacco treatment programs shall be publicized regularly in student, faculty and staff publications and academic buildings, through Student Services and Enrollment Management and through other appropriate means.

6. Implementation:
    - A campus committee shall develop a plan for communicating the policy with students, staff, faculty and visitors.
    - The College ensures that appropriate signage and other physical indicators of our policy are provided.
    - All tobacco waste management products such as ashtrays shall be removed.

- Those who violate the policy shall be given a citation for each policy violation.

7. Citation:
Students:
1st Offense-Conduct Warning
2nd Offense-Conduct Probation
3rd Offense-Conduct Suspension from CFCC if deemed necessary

In accordance with the Code of Conduct students who repeatedly violate the policy shall be referred to the Vice President for Student Services and Enrollment Management.

Faculty and Staff:
Staff and faculty who violate the policy shall be referred to their supervisor. Repeated violations by faculty and staff may result in further personnel action.

Visitors:
Visitors are expected to adhere to the college policies. Visitors who ignore the policy shall be asked to leave campus.

Sexual Harassment

Discriminatory personal conduct, including sexual harassment toward any member of the College, is a violation of both State and Federal law and college policy and cannot be tolerated in the College community.

All members of this college community are expected and instructed to conduct themselves in such a way as to contribute to an atmosphere free of sexual harassment. Sexual harassment of any employee or student by any other employee or student is a violation of the policy of this college and will not be tolerated. Requests for sexual favors and other unwelcome verbal or physical conduct of a sexual nature by any employee or student constitutes sexual harassment when: submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, academic or student status, or submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual, or such conduct has the purpose or effect of interfering with an individual's performance or creating an intimidating, hostile, or offensive environment in the workplace or the classroom.

Any student who believes that he or she has been subjected to sexual harassment in violation of this policy should make a confidential complaint to one of the Student Services and Enrollment Management counselors. If this is not feasible, the student may take the complaint to the Vice President for Student Services and Enrollment Management.

Sexual Misconduct

Information

Title IX of the Education Amendments of 1972 states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

Cape Fear Community College is committed to providing a learning, and working environment that promotes respect, responsibility, communication, collaboration, critical thinking, and accountability in an environment free of sexual misconduct and discrimination. Sexual discrimination violates an individual's fundamental rights and personal dignity.

Cape Fear Community College considers sexual discrimination in all its forms to be a serious offense. This plan refers to all forms of sexual discrimination, including: discrimination against pregnant and parenting students, sexual harassment, sexual assault, and sexual violence by employees, students, or third parties. (Title 20 U.S.C. Sections 1681-1688)

Cape Fear Community College has a responsibility to ensure compliance by demonstrating that our education programs and other activities are operated in a manner consistent with Title IX regulations and provisions. Throughout the year there are several programs offered to the Cape Fear Community College community that provide knowledge to help prevent, avoid and respond to sexual misconduct.

Procedures

If you feel you have been subjected to sexual harassment or discrimination, you should seek assistance as soon as possible. Please review the Sexual or Gender Misconduct Plan and the related Plan Explanations listed below.

How Can We Help?

Our plan helps to ensure the Cape Fear Community College's community is free from discrimination based on sex or gender behavior. We are here to help assist you in an effective and efficient manner. If you feel you are or have experienced sexual misconduct or discrimination, the most important thing you can do is to get help.

Who Should I Contact?

If you think you have been a victim of sex or gender discrimination, or if you are aware of its existence in any of our education programs or activities, or you have any questions about the sexual or gender misconduct policy, you can get help from any of the offices/individuals below:

Faculty or Staff: Contact the Chief Human Resource Officer and/or Title IX Coordinator, your supervisor, or Campus Police/Safety;

Students: Contact the Vice President for Student Services and Enrollment Management, any Student Services and Enrollment Management Director, Counseling Staff, Athletic Director, or Campus Police/Safety;

Visitors or Applicants for employment: Contact the Chief Human Resource Officer or Campus Police/Safety.

Sexual/Gender Misconduct Plan and Plan Expectations

I. Plan Statement

Members of the Cape Fear Community College's community, guests, and visitors have the right to be free from sexual violence. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. Cape Fear Community College believes in zero tolerance regarding sexual or gender-based misconduct. When an allegation of misconduct is brought to an appropriate administrator's attention, and a respondent is found to have violated this plan, serious sanctions will be imposed to reasonably ensure that such actions are never repeated.

This plan has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. This plan is intended to define community expectations and to establish a mechanism for determining when those expectations have been violated.

The college reserves the right to take whatever measures it deems necessary in response to an allegation of sexual misconduct in order to protect students' rights and personal safety. Such measures include, but are not limited to; modification of class schedule, interim suspension from campus pending a hearing, and reporting the matter to the local police. Not all forms of sexual misconduct will be deemed to be equally serious offenses and the college reserves the right to impose different sanctions, ranging from verbal warning to expulsion, depending on the severity of the offense. The college will consider the concerns and rights of both the complainant and the person accused of sexual misconduct.

In campus hearings, legal terms like "guilt", "innocence", and "burden of proof" are not applicable, but the College never assumes a student is in violation of college policy. Campus hearings are conducted to take into account the totality of all evidence available, from all relevant sources.

II. Expectations with Respect to Physical Sexual Misconduct

The expectations of our community regarding sexual misconduct can be summarized as follows: In order for individuals to engage in sexual activity of any type with each other, there must be clear, knowing and voluntary consent prior to and during sexual activity. Consent is sexual permission. Consent can be given by word or action, but non-verbal consent is not as clear as talking about what you do and do not want sexually. Consent to one form of sexual activity cannot be automatically taken as consent to any other form of sexual activity. Silence--without actions demonstrating permission--cannot be assumed to show consent.

Additionally, there is a difference between seduction and coercion. Coercing someone into sexual activity is a violation of this plan in the same manner as physically forcing someone into sex. Coercion happens when someone is pressured unreasonably for sex.

Because alcohol or other drug use can place the capacity to consent in question, sober sex is less likely to raise such questions. When alcohol or other drugs are being used, a person will be considered unable to give valid consent. They cannot fully understand the details of a sexual interaction ("who, what, when, where, why, and how") because they lack the capacity to reasonably understand the situation. Individuals who consent to sex must be able to understand what they are doing. Under this plan, "No" always means "No" and "Yes" may not always mean "Yes". Anything less than a clear, knowing and voluntary consent to any sexual activity is equivalent to a "No".

Expectations with Respect to Consensual Relationships

Romantic or sexual relationships between individuals in unequal positions (such as teacher and student, supervisor and employee) may be less consensual than perceived by the individual whose position confers power. The relationship also may be viewed in different ways by each of the parties, particularly in retrospect. Furthermore, circumstances may change, and conduct that was previously welcome may become unwelcome. Even when both parties have consented at the outset to a romantic or sexual involvement, this past consent may not remove grounds for a later charge of a violation of applicable sections of the faculty/staff handbooks.

Sexual Violence – Risk Reduction Tips

Below is a list of suggestions to help avoid and reduce the risk of experiencing a non-consensual sexual act:

- If you have limits, make them known as early as possible.
- Tell a sexual aggressor "NO" clearly and firmly.
- Try to remove yourself from the physical presence of a sexual aggressor.
- Find someone nearby and ask for help.
- Take affirmative responsibility for your alcohol intake/drug use and acknowledge that alcohol/drugs lower your sexual inhibitions and may make you vulnerable to someone who views an impaired person as a sexual opportunity.
- Take care of your friends and ask that they take care of you. A real friend will challenge you if you are about to make a mistake. Respect them when they do.

Definitions

Sexual Misconduct

Sexual misconduct, including sexual assault, is defined as deliberate contact of a sexual nature without the other person's consent. Sexual misconduct may vary in its severity and consists of a range of behaviors or attempted behaviors that may be grounds for student conduct action under college policy. These behaviors, all of which constitute sexual misconduct include:

1. Non-consensual sexual contact: Non-consensual sexual contact is any sexual touching, with any object, by a man or a woman upon another person without consent or making any person touch you or them in a sexual manner. It is defined as engaging in any sexual contact other than intercourse with another person without that person's

consent and/or cognizance. It includes any non-consensual sexual contact, including any improper touching of intimate body parts. It also includes the non-consensual removal of another's clothing, indecent contact (i.e., the unwanted touching of intimate body parts including, but not limited to; genitals, buttocks, groin, or breasts) or causing another to have indecent contact with them.

2. Non-consensual intercourse: Non-consensual intercourse is any sexual intercourse (anal, oral or vaginal), with any object, by a man or woman upon another person without consent. It is defined as engaging in sexual intercourse (oral, anal or vaginal) with another person without that person's consent and/or cognizance. Non-consensual intercourse may be accomplished by expressly or implicitly forcing or coercing another person to have sexual intercourse against his/her will, including the use or threat of physical force, or any behavior that is designed to intimidate and induce fear in another person. Non-consensual intercourse can also occur when another person is under the influence of alcohol or other drugs, is undergoing physical or emotional trauma, is less than 17 years of age, or is otherwise incapable of denying or giving consent (for example, when an individual is in an unconscious or semi-conscious state).
3. Sexual Exploitation: Sexual exploitation occurs when a person takes non-consensual or sexual advantage of another or his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:
    - prostituting another person;
    - nonconsensual video or audio taping of sexual activity;
    - going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex);
    - engaging in voyeurism;
    - knowingly transmitting an STD or HIV to another.

Sex Discrimination

Sex discrimination includes all forms of sexual harassment, sexual misconduct, and sexual violence by employees, students, or third parties against employees, students, or others on campus. Sex discrimination also includes stalking, dating violence and domestic violence. Students, college employees, and third parties are prohibited from harassing other students and/or employees whether or not the incidents of harassment occur on the college campus and whether or not the incidents occur during working hours.

Sexual and Gender-based Harassment

Sexual harassment is unwanted sexual advances, requests for sexual favors, or visual, verbal, or physical conduct of a sexual nature when: (1) submission to such conduct is made either implicitly or explicitly, as a term or condition of an individual's employment or academic status; (2) submission to or rejection of such conduct is used as a basis for employment or education decisions affecting the individual; or (3) such conduct has the purpose or effect of unreasonably interfering with a student's or employee's work performance or creating an intimidating, hostile, or offensive working, educational, or living environment. While sexual harassment encompasses a wide range of conduct, some examples of specifically prohibited conduct include:

- Promising, directly or indirectly, a reward to an individual if the person complies with a sexually oriented request.
- Threatening, directly or indirectly, retaliation against an individual, if the person refuses to comply with a sexually oriented request.
- Denying, directly or indirectly, an individual employment or education related opportunity, if the individual refuses to comply with a sexually oriented request.
- Engaging in sexually suggestive conversation or physical contact or touching another individual.
- Displaying pornographic or sexually oriented materials.
- Engaging in indecent exposure.
- Making sexual or romantic advances toward an individual and persisting despite the individual's rejection of the advances.
- Physical conduct such as assault, touching, or blocking normal movement.
- Retaliation for making harassment reports or threatening to report harassment.

Gender-based harassment is also prohibited. It includes, but is not limited to; acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex stereotyping, even if those acts do not involve conduct of a sexual nature.

Sexual harassment can involve males or females being harassed by members of either sex. Although sexual harassment sometimes involves a person in a greater position of authority as the harasser, individuals in positions of lesser or equal authority also can be found responsible for engaging in prohibited harassment. Sexual harassment can be physical and/or psychological in nature. An aggregation of a series of incidents can constitute sexual harassment even if one of the incidents considered separately would not rise to the level of harassment.

Coercion

Coercing someone into sexual activity violates this policy as much as physically forcing someone into sex. Coercion exists when a sexual initiator engages in sexually pressuring and/or oppressive behavior that violates the norms of the community and that application of pressure or oppression causes another individual to engage in unwanted sexual behavior. Coercion may be differentiated from seduction by the repetition of the coercive activity beyond what is reasonable, the degree of pressure applied, environmental factors such as isolation and the initiator's knowledge that the pressure is unwanted.

Consent

Effective consent is the basis of the analysis applied to unwelcome sexual contact. Lack of consent is the critical factor in any incident of sexual misconduct and sexual violence.

1. Consent is informed, freely and actively given, and requires clear communication between all persons involved in the sexual encounter.
2. Consent is active, not passive. Consent can be communicated verbally or by actions. But in whatever way consent is communicated, it must be mutually understandable. Silence, in and of itself, cannot be interpreted as consent.
3. It is the responsibility of the initiator of sexual contact to make sure they understand fully what the person with whom they are involved wants and does not want sexually.
4. Consent to one form of sexual activity does not imply consent to other forms of sexual activity.
5. Previous relationships or consent does not imply consent to future sexual acts.
6. Consent cannot be procured by use of physical force, compelling threats, intimidating behavior, or coercion. Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another.
7. Incapacitation is a state where one cannot make a rational, reasonable decision because they lack the ability to understand who, what, when, where, why and how of their sexual interaction.
8. Effective consent cannot be given by minors, mentally disabled individuals or persons incapacitated as a result of drugs or alcohol.
9. Use of alcohol or other drugs will never function to excuse behavior that violates this policy. When alcohol or other drugs are being used, someone will be considered unable to give valid consent if they cannot appreciate who, what, when where, why and how of a sexual interaction. Individuals who consent to sex must be able to understand what they are doing.
10. If you have sexual activity with someone you know to be, or should know to be, mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout), you are in violation of this policy.
11. This policy also covers someone whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of a so-called "date-rape" drug. Possession, use and/or distribution of any of these substances, including Rohypnol, Ketamine, GHB, Burundanga, etc., is prohibited and administering one of these drugs to another person for the purpose of inducing incapacity is a violation of this policy. More information on these drugs can be found at http://www.911rape.org/.

If you find yourself in the position of being the initiator of sexual behavior, you owe sexual respect to your potential partner. These suggestions may help you to reduce your risk for being accused of sexual misconduct:

1. DO NOT MAKE ASSUMPTIONS about consent, about someone's sexual availability, about whether they are attracted to you, about how far you can go or about whether they are physically or mentally able to consent to you.
2. Clearly communicate your intentions to your sexual partner and give them a chance to clearly relate their intentions to you.
3. Understand that consent to some forms of sexual behavior does not necessarily imply the consent to other forms of sexual behavior.
4. Mixed messages from your partner should be a clear indication that you should step back, defuse the sexual tension, and communicate better. Perhaps you are misreading them.
5. Do not take advantage of someone's drunkenness, impaired or drugged state, even if they did it to themselves.
6. Realize that your potential partner could be intimidated by, or fearful of you.
7. Silence and passivity cannot be interpreted by you as an indication of consent. Read your partner carefully, paying attention to verbal and non-verbal communication.

Retaliation

The college strictly prohibits retaliation against any person for reporting, testifying, assisting or participating, in any manner, in any investigation or proceeding involving allegations of discrimination or harassment. Any person who violates this policy will be subject to discipline, up to and including termination if they are an employee, and/or expulsion if they are a student. Retaliation is any action by any person that is perceived as: intimidating, hostile, harassing, a form of retribution, or violence that occurs in connection to the making and follow-up of the report.

Dating Violence

The term "dating violence" means violence committed by a person (a) who is or has been in a social relationship of romantic or intimate nature with the complainant; and (b) where the existence of such a relationship shall be determined based on a consideration of the following: the length of relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship.

Domestic Violence

The term "domestic violence" includes felony or misdemeanor crimes committed by the current or former spouse of the complainant, by a person whom the complainant has a child with, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the complainant under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from the person's acts under the domestic or family violence laws of the jurisdiction.

Stalking

The term "stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress.

Conduct Warning, Probation, Suspension, and Expulsion

Any student whose conduct becomes unsatisfactory may be placed on conduct warning, probation, suspension, or may be expelled from the college. Any misconduct after a person is placed on conduct probation may result in prompt suspension or expulsion. However, a student is subject to immediate suspension or expulsion if deemed necessary by the Vice President for Student Services and Enrollment Management.

Warning – is a status of "conduct warning" through the duration at CFCC.

Probation – is a status of "conduct probation" for the duration at CFCC, considered not to be in good standing with the College, and will remain on the student's permanent record.

As part of conduct probation, the student may have restrictions placed on specific student privileges, as determined by an administrative hearing and/or the Dean of Student Affairs. In the event of a further violation of the Code of Conduct, or other College rules while on disciplinary probation, the College will seek the penalty of suspension or expulsion if deemed necessary.

Suspension – is the status of "conduct suspension", which involves immediate removal from campus and withdrawal of enrollment and registration privileges revoked for a specified duration of time.

Expulsion – is the permanent dismissal of a student from the College. Expulsion will result in a permanent notation on the CFCC official transcript.

All suspended students must meet with the Dean of Student Affairs or designee to make clear the terms of their suspension or expulsion from the College. Re-enrollment after a suspension period requires that the student apply to the Dean of Student Affairs at the close of the imposed period, and the Dean will determine whether the student has met the conditions imposed and is otherwise eligible for re-enrollment. A denial may be appealed to the Judicial Board.

During the term of suspension and/or expulsion, the student may not come onto campus. Failure to abide by this condition may result in arrest for criminal trespassing.

A student who is suspended or expelled after the deadline for withdrawal ("W"), shall be assigned a grade of "W" and administratively withdrawn regardless of academic performance.

If a student wishes to appeal a conduct action taken by the College, he/she may file a written appeal with the Vice President for Student Services and Enrollment Management. Within ten (10) weekdays of receipt of the written appeal, the Vice President for Student Services and Enrollment Management will convene the Code of Conduct Subcommittee of the Judicial Board to hear the appeal and make a determination regarding the issue. The Vice President for Student Services and Enrollment Management will then notify, in writing, the student and the Dean of Student Affairs of the Code of Conduct Subcommittee's decision. The student may appeal the Code of Conduct Subcommittee's decision to the President of the College or his/her designee. This appeal must be made within ten (10) weekdays of the student's receipt of the Code of Conduct Subcommittee's decision. The appeal process consists of the President of the College or his/her designee reviewing the written record submitted to date and does not involve an additional hearing. The President of the College or his/her designee will respond with his/her final decision to the appeal within ten (10) weekdays of receipt of the appeal.

Judicial Board

Cape Fear Community College supports students' constitutional right to due process. The Judicial Board is the vehicle to ensure the right of appeal.

The right of appeal is granted to any student who has a grievance concerning final grades, academic integrity (cheating/plagiarism), financial aid suspension, conduct suspension or expulsion, or feels he/she has been discriminated against or denied service on the basis of race, color, national origin, age, religion, disability or sex.

The Judicial Board will consist of thirteen (13) representatives from all areas of the College-faculty, staff, students and administration. The Judicial Board's subcommittees will act on the following categories of student appeals. The Judicial Board will hear appeals concerning final grades, academic integrity, financial aid suspension, conduct suspension or expulsion, and charges of discrimination and/or denial of service on the basis of race, color, national origin, age, religion, handicap or sex. The subcommittees, areas of responsibility, and composition of the Judicial Board are listed below.

Academic Subcommittee of the Judicial Board

The Academic Subcommittee will hear appeals in the matter of academic integrity (cheating or plagiarism) and grade appeal (final grades). The subcommittee consists of two (2) faculty, two (2) students and one (1) Student Services and Enrollment Management staff. One faculty member is to be chosen from each of the academic areas-vocational/technical and college transfer. The committee will select its chairman from the faculty membership.

Financial Aid Subcommittee of the Judicial Board

The Financial Aid Subcommittee will hear appeals concerning suspension from the College's financial aid programs. The committee will consist of one (1) representative from the following areas-Financial Services, Student Services and Enrollment Management, faculty, and students. The chairman will be selected by the committee.

Code of Conduct (Disciplinary and Sexual Misconduct) Subcommittee of the Judicial Board

The Code of Conduct (Disciplinary and Sexual Misconduct) Subcommittee will hear appeals concerning conduct from the College's Office of Student Affairs. The committee will consist of three (3) or more representative from the CFCC faculty and/or staff as designated by the Dean of Student Affairs, with one (1) additional student member for disciplinary hearings. The chairman will be selected by the Dean of Student Affairs.

Grievance Procedures

If you believe that you have a legitimate grievance against another CFCC student or college employee, in a matter other than those covered by the aforementioned, or those outside the jurisdiction of the CFCC Code of Conduct, you may seek a resolution of that grievance through an informal complaint with the Dean of Student Affairs. If your grievance cannot be resolved at an informal level, you may file a formal complaint with the Vice President of Student Services and Enrollment Management to initiate a hearing with the Judicial Board to seek additional understanding and/or resolution.

Student Complaint Procedures

As a matter of practice, CFCC subscribes to the philosophy that student complaints are best resolved on an informal basis. When a student has a complaint he/she should attempt to resolve concerns with college personnel having responsibilities directly at the source of the complaint. When informal procedures do not resolve concerns, written student complaints should be sent to the Dean of Student Affairs who will determine the appropriate college personnel to review the complaint. The student should receive written acknowledgment of receipt of the complaint from the Dean of Student Affairs or designee within 24 hours.

The complaint will be reviewed and a collaborative effort will be made to resolve the complaint within twenty (20) working days of receipt of the complaint. The student will receive notification of the resolution of the complaint, or of the College's position on the complaint.

CFCC also provides its students, employees, and guests with an on-line form at http://cfcc.edu/osa/complaint/ for reporting alleged incidents of harassment, discrimination, sexual misconduct and/or breaches of the CFCC Code of Conduct.

Public Complaint Procedures

Members of the public may also register complaints by forwarding signed, written statements to the Office of the President, Cape Fear Community College, 411 N. Front Street, Wilmington, North Carolina. CFCC will not entertain complaints that are not in writing or which are anonymous, nor will it consider complaints sent electronically or through facsimile transmission. The President, or the President's designee, may require further information from the complainant and may seek information from appropriate college offices, as needed, to respond to the complaint.

Crime Awareness and Campus Security Policy (Jeanne Clery Act)

I. Intro

The goal of CFCC Police is to provide students, faculty, staff, and visitors with a safe educational environment. The Campus Police Department is comprised of both sworn Law Enforcement Officers and non-sworn Campus Security Officers as well as Parking Enforcement. The Police Department is responsible for crime reports, initial and follow-up investigations, traffic accident reports, and other public safety services.

A. Mission Statement of the Cape Fear Community College Police Department

- We will provide a safe learning environment by enforcing law and upholding college policy in a legal, ethical, and professional manner.
- We will provide effective law enforcement by building relationships with students, staff and faculty.
- We will value each person as we work to build trust, reduce crime, and create a safe environment while supporting the mission of the college.

B. Vision Statement

The core values of our department, in order to accomplish our mission, are built upon: Professionalism, Respect, Integrity, and Responsibility.

We will work through partnerships with other agencies as we strive to maintain an environment which the primary education mission of the college can be met.

II. College Safety

A. Law Enforcement

Sworn Police Officers are armed and are identified by their gray and blue uniforms with a distinctive CFCC POLICE shoulder patch and badge. They have full police authority on College property under the provisions of Chapter 17C of the General Statutes of the State of North Carolina. Police commissions are granted under that statute by the Attorney General of North Carolina. Police Officers possess all the powers of Municipal and county police officers to make arrest for both felonies and misdemeanors and charge for infractions within the agency's jurisdiction. Police Officers normally do not wear civilian or plain clothes while conducting police business on the campus.

B. Security

Non-sworn Campus Security officers are unarmed and are identified by the yellow or blue and black uniforms with a distinctive white and blue shoulder patch and security badge. They perform many of the same tasks as sworn police officers with the exception of effecting arrest. An arrest (if necessary) will be referred to a sworn officer. Security Officers normally do not wear civilian or plain clothes while conducting security business on the campus.

C. Parking Enforcement

Parking Enforcement Officers are unarmed and are identified by the white and black uniforms with a distinctive black and white shoulder patch, and a black security officer badge patch. They assist with parking management throughout campus and the enforcement, to include: ticketing, booting and towing for violations.

III. Reporting and Notifications

Students who are victim of or witness to a crime or criminal incident, or are aware of a potential threat on campus have the responsibility to report it immediately to the police.

Reporting crime helps law enforcement agencies find and arrest a suspect in a crime, tracking criminal activity and identify trends in various areas, and recover stolen property.

A. Methods

If you have any doubt about safety, especially if you feel like you're in immediate danger, do not hesitate to call 9-1-1.

Crimes occurring on campus should be reported to the Campus Police. For Crimes in progress (happening now) the Emergency Phone number is 910-362-7777.

For Crimes not in progress, reporting, or questions, the non-emergency phone number is 910-362-7855.

Emergency "Blue Light" Telephones: Emergency phones are installed throughout the campus. Activating this box will connect you to the 911 Dispatch Center which notifies Campus Police or Emergency Services of an emergency in that area and send help.

B. Enforcement

Police commissions are granted under that statute by the Attorney General of North Carolina. Police Officers possess all the powers of Municipal and county police officers to make arrest for both felonies and misdemeanors and charge for infractions within the agency's jurisdiction.

Students should be aware that many of our Wilmington Campus neighbors are privately owned businesses and residential structures. They reserve many parking spaces for customers, staff, or residential parking. Please be aware of the policy that applies to any parking facility that you use.

C. Notification Systems

Cape Fear Community College has an Emergency Notification System in place, primarily intended to rapidly disseminate emergency information about an incident or emerging situation and provide instructions to Students, Faculty and Staff.

In the event that a situation arises, either on or off campus, that, in the judgement of the President, her senior administrative staff, or Chief of Police, is a potential ongoing or continuing threat, a campus wide "timely warning" will be issued. The warning will be issued through the most effective and efficient means available and may include text messages, emails, voicemails and social media.

D. Campus Sex Crimes Prevention Act

The federal Campus Sex Crimes Prevention Act enacted on October 28, 2000 requires all colleges to issue a statement advising the campus community where information on registered sex offenders who are employed, enrolled, or volunteering at Cape Fear Community College can be obtained.

E. Sex Offender Notification

Persons who have been convicted of an offense against a minor or a sexually violent offense are required by law to register with the county sheriff in the county where they reside. The law requires that they also inform the county sheriff if they register for school. New Hanover and Pender County Sheriff's Departments have indicated they will notify the college when a sex offender indicates they plan to attend CFCC. These notifications are intended to inform rather than create panic.

Notifications of registered sex offenders are public knowledge and may be found at the following sites:

North Carolina Sex Offender and Public Protection Registry: http://sexoffender.ncsbi.gov/
U.S. Department of Justice, National Sex Offender Public Website: https://www.nsopw.gov/

F. Protect Yourself

Students and employees can do much to protect themselves from crime. Many crimes occur only because there was an opportunity for them to happen. For example, most crimes of theft are random, not calculated. They occur because personal property is left unattended. Locking doors and windows, securing valuables in your car trunk are methods of reducing temptation and opportunity which can result in a thwarted burglary or theft.

Personal protection is also important. When walking, plan the safest and most well-lit route. Be aware of your surroundings including persons, places and things.

Remember, you can take steps to protect yourself from being the victim of a crime, educate yourself, protect yourself, and report all criminal activity or suspected criminal activity to the Campus Police.

The Jeanne Clery Act

Cape Fear Community College seeks to protect the college learning environment and provide a safe campus for all students, faculty, staff and visitors while on college premises. CFCC complies with the Jeanne Clery Act that requires all colleges and universities who receive federal funding to share information publicly about crime on campus and their efforts to improve campus safety. Disclosure of the CFCC campus crime statistics (Clery Report) may be found at the following website for review: http://ope.ed.gov/security/.

Weapons on Campus

It is unlawful for any person to possess or carry, openly or concealed, any weapon on campus. The only exception made to this directive is in the case where training or job requirements of the student or employee requires that such a weapon be carried.

Evacuation of Buildings

An evacuation diagram is located on each floor and in each room of every building. The primary route for evacuating a building is indicated by a solid red line. If, for any reason, the primary route is blocked, use the secondary escape route indicated by a broken red line on the diagram. All occupants will follow this procedure EXCEPT HANDICAPPED PERSONS: CFCC staff will make provisions for all handicapped persons to be evacuated from the building by way of utilization of the outside stairwell and Wilmington Fire Department personnel.

Emergency Evacuation

Everyone must exit the building when the fire alarm sounds. IT IS NOT AN OPTION TO REMAIN IN THE BUILDING. Treat all alarms as the real thing. Students should take all personal belongings with them when evacuating the building.

Continuing Education Division

General Course Information

The Continuing Education Division promotes the personal and professional development of individuals and employee groups by offering non-credit courses and seminars. Courses and seminars vary from a few hours in length to several hundred hours, depending on their purpose and content. Continuing Education instruction generally includes a combination of lecture, demonstration, and application, and may be delivered in a classroom setting, on location, or through an online learning environment.

Courses open to the general public are advertised through various print, online, social media, and news outlets. New courses are added throughout the year. An up-to-date listing can be found at cfcc.edu/ce.

Courses developed and customized for current or future employees of client companies are not advertised to the general public.

The Continuing Education Division offers a broad range of educational services: basic skills and developmental assessments, high school equivalency exam testing, training and testing for professional licenses and certifications, career assessments, training needs assessments and job task analyses, as well as courses designed for personal enrichment and lifelong learning. Some specialized programs include the Small Business Center, Career Readiness courses, Customized Training Programs, workplace literacy, and English as a Second Language (ESL).

Courses taken through Continuing Education are generally not transferable to curriculum programs at CFCC or other colleges. CFCC does award curriculum credit in limited areas, such as Emergency Medical Science, using a combination of Continuing Education credits (CEUs), current certifications, and work experience.

Classes are held at the Wilmington downtown campus, North Campus, Burgaw Center, Alston W. Burke Center, and at other locations throughout New Hanover and Pender counties.

For more information and an up-to-date listing of upcoming courses, visit www.cfcc.edu/ce.

Admission

Generally, any person who is 18 years of age or older, or whose high school class has graduated, is eligible for admission to Continuing Education courses. High school juniors and seniors, 16 years of age and older, may enroll with permission from high school officials and a signed parental consent form. Applicants are usually admitted on a first-come, first-serve basis. Some courses have specific admission requirements. Information on requirements is available online at cfcc.edu/ce or by calling the number listed with the course. Individuals interested in attending any occupational extension or community enrichment course may register online through WebAdvisor at www.cfcc.edu or in person by visiting the college.

Change of Name/Address

It is extremely important for the College to have accurate name and address information for each student. Students must have their name formally changed with the Social Security Administration and the Department of Motor Vehicles in order to process a name change. Name changes can only be done in person in Student Services and Enrollment Management on either campus. Students with new addresses may complete a form in Student Services and Enrollment Management or update their address online through WebAdvisor.

Registration Information

Most courses require pre-registration. For information concerning the current course offerings and their locations in New Hanover or Pender counties, call (910) 362-7170 or visit the website at www.cfcc.edu/ce.

Course Schedules

Continuing Education courses are scheduled on a continuous basis with new courses starting often. Specific announcements of course offerings, registration dates, locations, and other pertinent information will be through various print, online, social media, and news outlets. For current course information, please call (910) 362-7170 or visit www.cfcc.edu/ce.

Special seminars and industrial courses may be scheduled to begin at any time period appropriate to a company and Cape Fear Community College. For more information about customized training, please call (910) 362.7846. For Small Business seminars, call (910) 362-7469.

Minimum Enrollment Required

The college reserves the right to cancel any course when an insufficient number of people register.

Course Schedules

Continuing Education course schedules vary depending on the subject matter and intent of the course. Specific information on course schedules can be found within the online description of that course at www.cfcc.edu/ce.

Fees

Registrations fees for occupational extension courses are set by the State of North Carolina. Based on the length of the course, the costs range from $70 to $180. In compliance with North Carolina statutes, registration fees may be waived for selected courses and qualifying individuals. Occupational Extension registration fees are subject to change contingent upon action by the NC General Assembly.

Registration fees for self-supporting courses are set by the college. They are based on a number of factors specific to each course and may vary greatly from course to course. For specific course costs, visit www.cfcc.edu/ce.

Additional costs may include textbooks, equipment and/or supplies specific to the course, insurance fees, a $5.00 Campus access/parking/security fee, and a $5.00 technology fee where applicable. In a limited number of self-supporting classes and seminars, other special fees may be charged.

Withdrawal and Refund Policy

The refund policy, as set forth by the North Carolina General Assembly, follows in the next paragraph. To be eligible for a refund the student must officially withdraw from the class by completing a refund request form. Any additional fees paid are nonrefundable, including professional liability insurance and technology fees.

A 100 percent tuition refund shall be made if the student officially withdraws from class before the first class meeting (fax: 910-362-7080 or email: ceregistrar@cfcc.edu). A written request must be dated and received by the registrar before the first class meeting.

A 75 percent tuition refund shall be made if the student officially withdraws from class prior to or on the 10 percent date of scheduled hours. A written request must be dated and received by the registrar prior to or on the 10 percent date of scheduled hours. Students are responsible for obtaining the 10 percent date from their instructor on the first class meeting.

Please note: For courses that meet fewer than 10 times, the 10 percent date will usually be the first class meeting.

A full refund shall be made for classes canceled by the college. Students do not have to request refunds in this case.

Transcript of Record

(Curriculum and Continuing Education)

Upon written request of the student, a transcript of classes taken and credits earned at Cape Fear Community College will be sent to other colleges or third parties. Transcripts can be requested for colleges to which you have applied through the College's website (www.cfcc.edu). Transcripts requested in person will be printed on demand except during peak registration days or mailed as designated. The non-refundable cost for an official transcript is $5.00 each.

Continuing Education Registration-Campus Access Fee

All parking decals may be obtained in person Monday through Friday, 8 a.m.–5 p.m. in the college business office at both the Wilmington and North Campus.

At the Burgaw Center and Alston Burke Center, parking decals may be obtained in person Monday through Friday, 8 a.m.–5 p.m. from the front desk.

Students are required to display parking passes on vehicles parked on campus at any site.

Basic Skills and Career Readiness Department

The Basic Skills and Career Readiness Department includes the following programs for adults 16 years of age or older, who wish to begin, continue, or expand their educational skills. All interested participants In Basic Skills must demonstrate the ability to benefit from the program by being able to take one of the following pre-tests as determined by the college: CASAS, TABE. Students unable to complete the pre-test will be admitted to the program at a future date once they are able to complete the pre-test.

Adult Basic Education (ABE)
Adult High School Diploma (AHS)
Career Readiness (formerly known as Human Resources Development)
English as a Second Language (ESL)
High School Equivalency Exam Prep for the GED® Test
National Career Readiness Certification

All classes are offered at convenient times and locations. All classes are free. Anyone under 18 years of age must have school and parental release forms. High School Equivalency Exam Prep classes for the GED® Test, Adult High School classes are also offered online to students who meet eligibility requirements. National Career Readiness Certification prep classes are also offered online.

For more information log onto http://cfcc.edu/basicskills.

Basic Skills Attendance Policy for High School Equivalency Prep, ABE, ABE Essentials, ESL

Students must be in attendance at least eighty percent (80%) of the clock hours of a class in order to remain in the class. Those who do not meet minimum attendance requirements will be dropped from the class for that session and will be given a grade of "U". Students are expected to punctually attend all lecture and laboratory sessions in the classes for which they are registered. Late arrivals and/or early departures will count toward total absences in classes. Attendance in online classes (HSE, AHS online) is measured not only by initial log-in but also by completion of 80% of the required course work. Students MUST also meet on the published meeting dates (registration/orientation, required testing dates).

Pre-registration/Orientation

To enroll in ABE, AHS, High School Equivalency Exam preparation, ESL, or AHS classes at CFCC, students must attend a pre-registration and orientation session. No appointment is necessary. All sessions are held on the Wilmington Campus of CFCC. Students who wish to enroll in off-campus classes may register at the class site. Cost is free.

Adult Basic Education (ABE) Classes

The ABE program is designed for persons 16 or older with or without a high school diploma or its equivalency who function below the ninth grade level. Students receive individualized and classroom instruction in basic math, reading, writing, computer and employability skills. These classes improve adults' basic skills preparing them to enter the workforce, enhance daily living skills, prepare for the GED® Test or Adult High School Diploma classes and enroll in college.

For more information, call (910) 362-7179 or log onto http://cfcc.edu/ce/basic-skills/ged-abe.

Adult Basic Education Essentials

The ABE Essentials classes are designed for adults that have completed high school but want to continue improving their reading, writing, computer and employability skills with the goal of getting a job. Classes meet Monday through Thursday on campus and Monday through Friday at off campus locations. Cost varies.

Call (910) 362-7457 for more information.

Adult High School Diploma (AHS) Classes

The Adult High School (AHS) program is designed for adult learners 16 years of age or older who have not completed high school, but have academic skills at or above the 9th grade level. Students who are 16 or 17 years old may enroll only if they have officially withdrawn from public school. Students must complete 22 units to be eligible to graduate. Classes meet nightly, Monday through Thursday, from 5:30 p.m. until 9:30 p.m. at campus sites in Wilmington and Burgaw. The cost is free. Registration for all AHS classes is held at the Wilmington campus.

Classes are also available online to students who meet eligibility requirements.

For information, please call (910) 362-7182 or log onto http://cfcc.edu/basicskills/ahs/.

Career Readiness Classes (formerly known as Human Resources Development)

The Career Readiness program is designed for individuals who wish to become more marketable by upgrading their employability skills. Classes are year round and include Introduction to Computers, Resume Preparation, Interview Coaching, Career Interests and Aptitudes, Confidence Building, and Self-Discovery. Classes are reasonably priced and the fee may be waived for those who qualify.

For more information, call (910) 362-7324

English as a Second Language (ESL) Classes

The ESL program is designed for persons 16 years or older whose native language is not English. Instruction focuses on English skills that will enable students to interact effectively in the community, workplace, or in higher education.

Classes are designed to serve the needs of those individuals who have no English skills up to and including individuals who are preparing for university study. ESL classes help individuals develop skills to secure a job, help children with schoolwork, talk on the phone, meet new people, and improve communication skills.

For information call (910) 362-7184 or log onto http://cfcc.edu/basicskills/esl/.

GED® Testing

GED® Tests are offered at the downtown campus. For registration Information call (910) 362-7141.

High School Equivalency Exam Prep Classes for the GED® Test

This program is designed for persons 16 or older without a high school diploma or its equivalency and who function at or above the 9th grade level. Students receive individualized and classroom instruction to prepare for the four areas of the GED® Test. Classes are also available online to students who meet eligibility requirements.

For more information, call (910) 362-7179 or log onto http://cfcc.edu/basicskills/ged-abe/.

National Career Readiness Certification (CRC)

Cape Fear Community College in partnership with NC Department of Commerce, Work Force, Centers in New Hanover and Pender counties, is offering the National Career Readiness Certificate (NCRC) program. The NCRC is a portable credential recognized by many employers across the State and nationwide that allows a job candidate to prove his/her skills in three areas Applied Mathematics, Reading for Information and Locating Information. Furthermore there are additional areas where skills can be assessed, including Observation, Applied Technology, Teamwork, Listening, Writing, and Business Writing. This allows employers to make informed employment and training decisions. After taking the KeyTrain pre-assessments students will know if there are any skills gaps and exactly what areas in which they need to improve when considering specific jobs. Certifications awarded in: bronze, silver, gold, and platinum.

For more information, call (910) 362-7324, or go to our website at http://cfcc.edu/basicskills/crc/.

Community Enrichment Department

The Community Enrichment department offers short-term, non-credit courses that encourage and support individuals interested in lifelong learning opportunities and becoming active citizens in their community. Students receive an abundance of opportunities to meet new people, explore their interests, and develop new skills. CFCC Community Enrichment is committed to facilitating personal transformations that enrich the education and lives of our students.

Four areas of course offerings are included within the Community Enrichment department. Personal enrichment courses cover a broad range of topics from culinary techniques to small scale farming. Professional development courses include training necessary to earn and maintain licensing, commissioning, or certification in various fields of employment and meet the continuing education requirements of trade contractors and other occupations. Through a partnership with Ed2Go, CFCC offers over 350 non-credit, instructor-led online courses ranging from Accounting to Writing Essentials. In addition, defensive driving courses encourage the general public to learn safe driving strategies to reduce risk of citations and motor vehicle crashes. Below is a brief sampling of courses available. For more information about these courses, or to suggest a new course offering, please call (910) 362-7572 unless otherwise noted.

Community Enrichment courses are frequently designed to meet specific requests; therefore, course offerings may change with the interests and the needs of residents in CFCC's service areas of New Hanover and Pender counties. Input from the community is welcome and encouraged, and we are always seeking talented instructors. If you are interested in teaching for Community Enrichment, please call the Director of Community Enrichment at (910) 362-7254.

Personal Enrichment Courses

It's never too late to try something new! CFCC Community Enrichment offers a variety of personal enrichment courses and workshops which are open to the general public. Areas of course offerings include, but are not limited to: personal health and wellness, computers and technology, recreational sports, foreign and sign languages, heritage arts and crafts, boating safety, visual and performing arts, home and garden, and much more. For information about upcoming personal enrichment courses, please call (910) 362-7199 or visit www.cfcc.edu/communityenrichment.

Professional Development Courses

Want to add a new tool to your professional toolbox? Need a license or certification for your current job? Following is a sample of professional development courses available through the Community Enrichment Department:

Auto Safety Inspection and OBD Emissions

This course prepares auto technicians and service personnel as safety and emission inspectors for motor vehicles. It includes regulations and test inspection procedures and is taught to insure that the student understands rules and regulations, can inspect a vehicle properly and can successfully pass qualification exams for certification as a safety and emission inspector at a licensed inspection station.

Auto Safety & OBD Emission Inspection Certification

This course is designed to prepare auto technicians and service personnel as OBD (On-Board Diagnostics) emission inspectors for motor vehicles. Course topics include regulations and test inspection procedures required by the NC DMV – Enforcement Section – OBD emission inspectors. Upon completion a student will understand the rules, regulations and procedures for OBD emission inspections, be able to inspect a vehicle properly, and be prepared to sit for the state certification exam.

Aviation Ground School

This course is designed to provide ground school training for people interested in flying or working with the Federal Aviation Administration (FAA) as tower operators or radar operators. The course provides instruction in general airplane knowledge, weather patterns, FAA regulations and flight planning. Students are prepared to successfully complete flight training and receive the FAA Private Pilot license. This course is only classroom time and does not include flight lessons.

Assistance Towing Endorsement

This 4 hour U.S. Coast Guard approved course is intended for those who hold, or are in the process of attaining, their Operator of Uninspected Passenger Vehicles (OUPV) 6-Passenger or Master's Licenses. In order to commercially assist other vessels that may be aground, disabled, out of fuel, or experiencing some other malfunction, a boat operator must hold this "Assistance Towing" Endorsement.. This course serves in lieu of taking an Assistance Towing Endorsement examination at any U.S. Coast Guard Regional Examination Center.

Celestial Navigation

This course will cover the theory and technique of finding one's position at sea through sextant observations of celestial bodies.

Coastal Navigation

This course provides training in marine piloting and electronic navigation techniques. Upon successful completion, students will gain competence in the safe navigation of vessels utilizing and interpreting information obtained from navigational aids.

Marine Captain's License Preparation

This 64-hour course provides students with the information necessary to take the US Coast Guard examination for licensing as an Operator of Uninspected Passenger Vessels (OUPV) up to 100 gross tons, on inland, near coastal or ocean waters. The examination is then administered upon conclusion of the course.

Upgrade from Operator of Uninspected Passenger Vessels (OUPV) to Master

This 24-hour course is provided to enable the holder of a 6 Passenger OUPV Captain's license to upgrade to a Master's Level License, which is required for inspected vessels certified to carry more than 6 passengers. Upon successful completion of this course, a Certificate of Completion is awarded which is then presented to the Coast Guard as part of the Master's License issuance process. The subject material covered in the course is in accordance with guidelines set by the U. S. Coast Guard.

Notary Public

The North Carolina Secretary of State's office requires that anyone wishing to serve as a Notary Public in North Carolina must successfully complete an approved Notary Public course before applying for commission. In order to take this course and become a Notary Public in North Carolina, an individual must meet certain requirements which include, but are not limited to the following: 18 years of age or older; reside or work in the state of North Carolina; possess a high school diploma or equivalent, legally reside in the United States; speak, read, and write in English; and have no felony convictions. In the event of a misdemeanor conviction or any question about eligibility, interested students should call the NC Secretary of State's office at (919) 807-2000 before signing up for the course.

Effective Substitute Teacher Training

This course is required by New Hanover County Schools and provides prospective substitute teachers with the principles and practices of effective teaching, including: skills in planning, classroom management, and instructional techniques. This course is also suitable for new teachers and teacher assistants. Upon completion of the course, students will receive a certificate that proves participation and successful completion of the course. For information about requirements and upcoming courses, please call (910) 362-7199.

Continuing Education for Teachers

Teachers in need of license renewal credits can receive Continuing Education Units (CEUs) through Ed2Go, which offers flexible and affordable online courses in the following areas: classroom computing, languages, mathematics, reading and writing, science, test prep, and tools for teachers. Each course runs for six weeks and consists of twelve lessons. For information about upcoming course offerings or to request a customized Continuing Education course for your school, please call (910) 362-7199 or visit the Ed2Go website at: www.ed2go.com/cfcc.

Defensive Driving Courses

Defensive Driving courses are available to individuals with moving violations and also to the general public to improve driving skills. For information and class schedules, call (910) 362-7219, or (910) 362-7175 or visit http://cfcc.edu/communityenrichment.

Alive@25: This course is ideal for young drivers age 16-25. Through interactive media segments, workbook exercises, role playing, and classroom participation, young drivers develop strategies that will keep them safe on the road.

DDC4: This four (4) hour Defensive Driving course will motivate drivers to change behind-the-wheel behaviors and attitudes. It will give them key understanding, skills and techniques to avoid collisions and reduce future violations. The result is a more responsible driver who grasps best practices to prevent injury and death while operating a motor vehicle. This class is open to any individual or business wanting to increase their awareness of roadway safety.

DDC8: The eight (8) hour Defensive Driving Course is used extensively for court referrals, as a diversion program for drivers with excessive violations, and to retrain drivers with poor driving records. This course addresses the attitudes of drivers so participants can see that their choices have financial, legal, and personal consequences.

Motorcycle Rider Safety-Basic

This basic twenty-two (22) hour course is designed for new riders who have never ridden a motorcycle and for re-entry riders who need a refresher course. Students will learn about the different types of motorcycles, layout and operation of the basic controls, and how to become a safer, more responsible rider. Successful participants will receive a NC DMV skills waiver card. For information and class schedules, call (910) 362-7219 or 362-7175.

Motorcycle Rider Safety-Experienced

A one-day course for riders with basic skills, this class provides more in-depth riding techniques and procedures than practiced in the basic motorcycle rider course. This course consists of activities that emphasize personal risk management and self-assessment strategies and on-cycle exercises with emphasis in cornering, braking and swerving. For information and class schedules, call (910) 362-7219 or 362-7175.

Online Courses

More than 350 instructor-led courses are available via the Internet through Ed2Go. Topic areas include computer applications, web design, customer service, project management, production and inventory management, small business, healthy lifestyle, writing, and many more. All courses begin on the third Wednesday of every month.

For more information, call (910) 362-7572 or log onto http://ed2go.com/cfcc.

Corporate & Continuing Education Department

Center for Business, Industry, and Government Training

411 N. Front Street
Wilmington, North Carolina 28401

Located at 411 N Front Street, the Corporate and Continuing Education Department offers courses in a wide variety of areas for job training as well as seminars for small businesses and customized industry training in New Hanover and Pender counties. To request industry training or receive information on upcoming courses or seminars, call (910) 362-7170 or visit http://cfcc.edu/ce/. The following is a small sampling of courses available through the Corporate & Continuing Education Division:

Barber School

The barbering program consists of four courses students take consecutively to prepare them for the NC State Barbering Exam. Completion of the program takes approximately 14 months. Day and evening courses are available.

For more information, call (910) 362-7693.

Certified Production Technician

The Certified Production (CPT) course provides students with training in four critical production functions – safety, quality and continuous improvement, manufacturing processes and production, and maintenance awareness. At the end of each module, students will take the Manufacturing Skill Standards Council (MSSC) assessment. Upon successfully completing each assessment students will receive a certification. Once the student passes all four assessments he/she will be designated as a fully Certified Production Technician.

Electrical Contractors' Renewal

Electrical Contractors' Renewal courses are held throughout the year. This provides electrical contractors the eight hours of mandatory continuing education credits required to maintain a license.

EPA/CFC Refrigerant Recovery/Recycling Certification Exam

Course designed for HVAC technical personnel to assist in meeting EPA mandated training requirements in preparation for the N.C. State Board of Refrigeration Examiners. Course is offered every three months.

For information and schedule, call (910) 362-7189.

Customized Training Program

The Department of Corporate and Continuing Education provides training for industry at CFCC as well as on-site for businesses. Topics vary widely according to industry need and can be customized. Examples of industry offerings include: technical training, basic computer and software program skills, oral and written communication skills, management, supervision, quality standards, customer service, and team-building. The Customized Training Program supports the economic development efforts of the State by providing education and training opportunities for eligible businesses and industries. Amended in 2008, this program integrates the New and Expanding Industry Training Program and the Customized Industry Training Program to more effectively respond to business and industry (G.S. 115D-5.1e). The Customized Training Program also includes the former Focused Industry Training Program and shall offer programs and training services to assist new and existing business and industry to remain productive, profitable, and within the State.

The program was developed in recognition of the fact that one of the most important factors for a business or industry considering locating, expanding, or remaining in North Carolina is the ability of the State to ensure the presence of a well-trained workforce. The program is designed to react quickly to the needs of businesses and to respect the confidential nature of proprietary processes and information within those businesses.

The purpose of the Customized Training Program is to provide customized training assistance in support of full-time production and direct customer service positions created in the State of North Carolina, thereby enhancing the growth potential of companies located in the state while simultaneously preparing North Carolina's workforce with the skills essential to successful employment in emerging industries.

For more information, call (910) 362-7050.

Electrical Apprenticeship Training

Offered in partnership with the NC Department of Labor, this program is designed to provide the specific skills associated with the electrical trade. On-the-job training, combined with classroom instruction, develops the employees' hands-on-skills, and results in the award of a certificate as a journeyman in the trade.

For more information, call (910) 362-7319.

Photography

The DSLR photography series of courses takes the serious aspiring photographer from the basics of digital photography through more advanced techniques to studio lighting and on-location photo shoots. Courses for recreational point-and-shoot photographers are also available.

ServSafe® Certification

The ServSafe® Certification course teaches safe food handling practices and prepares students to take the ServSafe® Certification exam created by the National Restaurant Association. The exam is administered on the last night of class. This is an important certification for anyone working if food service.

Welding: 4 Modules

Topics include Blueprint Reading, Virtual Welding Simulation, and Testing/Inspection.

Qualifications: Upon completion of this course, students will demonstrate and understand how to read blueprints using symbols and specifications, use the virtual welding simulation software, and better understand the testing/ inspection qualifications. Students who complete this first course will be eligible for hands-on welding courses to earn AWS certifications in MIG, TIG, and Stick welding.

About Duke Energy: Duke Energy has recognized that even though the Carolinas have top-rated community and technical college systems, budgetary constraints present a challenge for them. Duke Energy's Community College Grant Program provides a financial boost that helps enable college systems to extend their expertise, to provide rewarding opportunities for students, and ultimately, to help revitalize manufacturing in the Carolinas.

About North Carolina Community Foundation: North Carolina Community Foundation administers the Duke Energy Community College Grant Program in the Duke Energy Progress area of the state. The Foundation is the single statewide community foundation in North Carolina, serving the philanthropic needs of donors and a broad range of charitable purposes in North Carolina. Visit www.nccommunityfoundation.org.

Small Business Center

The Small Business Center is a provider of business counseling, education, training, and referrals developed to provide start-up assistance to individuals or advice to existing business owners. Our goal is to improve the success rate and number of viable small businesses in Pender and New Hanover counties. Contact the SBC at (910) 362-7216.

The following services are provided:

- CLASSES/SEMINARS: Targeted to prospective and existing Small Business owners including topics like Business Basics, Marketing, Financials, Writing the Business Plan, QuickBooks, Grant Writing, and Customer Service just to name a few!
- COUNSELING: free, confidential one-on-one business counseling
- REFERENCE LIBRARY: Access to our Reference Library is available by appointment and includes Internet Access, business planning, and accounting software, marketing/website videos, and business books.

Visit us online at http://www.cfcc.edu/sbc to register for classes, find how-to startup documents, and download helpful demographics and statistics to aid in writing a business plan, or call the SBC at (910) 362-7216.

Healthcare and Life Sciences Department

Nurse Aide Program

This program provides students with the required classroom, skills lab and direct patient care experience to become a Certified Nursing Assistant, and Personal and Home Care Aide.

Nurse Aide Level I-Prepares graduates to provide personal care and perform basic nursing skills for the elderly and other adults.

Nurse Aide Refresher-A refresher course designed for skill/ competency testing of Nurse Aide I employees.

Nurse Aide Level II-Prepares Nurse Aides to perform more complex nursing skills.

Nurse Aide Level II Refresher (with Competency Assessment)-This Refresher with competency assessment is available for the Nurse Aide II who has an expired Nurse Aide II listing.

Personal and Home Care Aide-this course provides advanced training in Home Care for the Nurse Aide I.

For additional information and class schedules..

- Wilmington location: (910) 362-7181 or 362-7370
- Burgaw location: (910) 362-7909 or 362-7370
- Surf City location: (910) 362-7936 or 362-7370

Substance Abuse Counseling Program

This program provides students with the-with the 270 education/training hours required by the North Carolina Substance Abuse Professional Practice Board (NCSAPPB) in order to earn certification as a Certified Substance Abuse Counselor (CSAC). It is important for those interested in this program to review the additional requirements that are outlined on theNCSAPPB website.

For more information, call (910) 362-7883 or 362-7682.

Medical Coding and Billing Specialist

This program prepares students to take the AAPC Certified Medical Coder exam. To complete the program students must take the following classes...Anatomy & Physiology/ Medical Terminology, Introduction to Medical Coding and Advanced Medical Coding. Each class is 96 hours. An optional Certification Exam Prep class is provided before the certification exam date. A required orientation session for newly enrolled students is held prior to the first class. Online classes will be scheduled accordingly. .

For more information, call (910) 362-7883 or 362-7682

Public Safety Department

cfcc.edu/publicsafety

Emergency Medical Technician/Paramedic Program

Emergency Medical Technician initial training prepares the student to perform basic patient care in a pre-hospital setting. The AEMT and Paramedic initial training builds on the EMT initial training and prepares the student to perform basic and advanced patient care in the pre-hospital setting. The course goal for the EMT, AEMT, and Paramedic is to prepare competent entry-level EMS personnel in the cognitive, psychomotor, and affective learning domains. After successful completion of the course, a state examination is required for credentialing. Additional courses offered include continuing education and refresher for all levels of EMS training. Specialty courses may be offered upon request.

For information and class schedules, call (910) 362-7751.

In-Service Law Enforcement Continuing Education Courses

Our program offers State Mandated In-Service Training courses for Sworn Law Enforcement Officers affiliated with an existing Law Enforcement Agency. We offer RADAR/LIDAR Certification & Recertification classes several times per year. A Law-Enforcement General Instructor course is offered 2 times per year. We can provide specialized training to Law Enforcement officers on an as needed basis.

For more information see the CFCC Law Enforcement website at www.cfcc.edu/publicsafety/law-enforcement-training. E-mail lawenftraining@cfcc.edu or call (910)-362-7217, (910) 362-7649 or (910) 362-7822.

Fire/Rescue and Emergency Management

The Public Safety Fire/Rescue Training Department offers fire and rescue training as well as Emergency Management certification classes and National Fire Academy Programs in New Hanover and Pender counties. Classes for North Carolina Office of the State Fire Marshall (OSFM) State Certification, National Fire Academy and NC State Emergency Management Certification programs are offered by coordinating with area fire and rescue departments and emergency management personnel. Firefighter re-certification and courses in the latest technology are also offered locally. CERT (Community Emergency Response Team), fire brigade/emergency response team training and customized training programs are available upon request.

For more information call (910) 362-7799 or (910) 362-7711.

First Responder Academy

This academy is a comprehensive program which includes Firefighter, Haz-Mat, Technical Rescue, TR Vehicle Rescue, Driver Operator, Emergency Vehicle Driver, Emergency Medical Technician (EMT), Driver Operator Pump Operations, Driver Operator Aerial Operations, Rapid Intervention and other vital classes necessary for future firefighters.

For additional information about the Academy, please call (910) 362-7770 or e-mail firetraining@cfcc.edu.

NC OSFM State Certification Programs and National Fire Academy Programs

Firefighter
Emergency Vehicle Driver
Driver Operator Aerial Operations
Driver Operator Pump Operations
Hazardous Materials
Technical Rescuer (TR)
TR Vehicle Rescue (VR)
TR Confined Space Rescue
TR Trench Rescue
TR Structural Collapse
TR Wilderness Rescue
TR Water Rescue
Airport Firefighter
Fire Instructor Level I & II
Fire Life Safety Educator Level I, II, & III
Fire Officer I, II, III, & IV
Fire Inspector Level I, II, & III
Marine Firefighting
Chief 101
Leadership I, II, & III (NFA)

NC Emergency Management State Certification Program

NC Emergency Management Levels I-IV All Hazards Courses are offered.

For more information call 362-7799 or 362-7711.

NIMS ICS (National Incident Management System) Incident Command System FEMA-Federal Emergency Management Agency

The National Incident Management System (NIMS) which is under the Federal Emergency Management Agency provides consistent nationwide template to enable all government, private sector, and nongovernmental organizations, including all first responders, to work together effectively during domestic incidents. The intent of NIMS is to be applicable across a full spectrum of potential incidents and hazard scenarios, regardless of size or complexity and improve coordination and cooperation between public and private entities in a variety of domestic incident management activities. NIMS provides for interoperability and compatibility among all responders.

NIMS ICS-700 National Incident Management System-An Introduction
NIMS ICS-100 NIMS: Introduction to the Incident Command System
NIMS ICS-200 NIMS: ICS for Single Resources and Initial Action Incidents
NIMS ICS-300 NIMS: Incident Command System, Intermediate
NIMS ICS-400 NIMS: Incident Command System, Advanced
NIMS ICS-402 NIMS: Overview for Executives, Senior Officials
NIMS ICS-Special classes upon request.

For more information call 362-7799 or 362-7770.

Public Safety Colleges

Pender County Firefighters Association Public Safety College-annually in January.
New Hanover County Firefighters Association Public Safety College – annually in April.
Eastern Carolina Firefighters Association Public Safety College-annually in October.

For more information call (910) 362-7799 or (910) 362-7770.

Fire/Security Alarms System Technician (FAST)

The Fire Alarm System Training (FAST) program is designed to produce competent and qualified individuals in the field of alarm systems. It is our belief that properly trained and knowledgeable alarm system designers and technicians will reduce the losses due to fire or false alarms and improve the quality of life in the community. This program is offered online.

For more information contact Paul Inferrera at pinferrera@cfcc.edu.

Burgaw Center

100 East Industrial Drive
Burgaw, North Carolina 28425
Phone: (910) 259-4966 or 362-7900 Fax: (910) 259-9048

The CFCC Burgaw Center offers continuing education classes at this Pender County location. Pre-registration is required, call: (910) 259-4966 or (910) 362-7901. The curriculum classes that meet in the Burgaw Center are registered through the main campus at CFCC in Wilmington, NC.

Alston W. Burke Center

621 NC Highway 210 E
Surf City, North Carolina 28445

CFCC offers continuing education classes at the Alston W. Burke Center. Pre-registration is required, call: (910) 362-7930.

Online Learning

Online Learning (OL) refers to all courses in which a portion of instruction takes place online. There are two types of OL courses: Internet and Hybrid. Internet courses are fully online courses where the students and instructors typically do not meet face-to-face, but instead interact entirely in an online environment. These courses are always indicated by an "I" in the course code (e.g. CIS-110-I2 and BIO-240-I1). Hybrid courses have both a face-to-face (in-classroom) component and an online component. These courses are always indicated by a "Y" in the course code (e.g. BIO-112-DY1 and ACA-122-NYE1A).

Note: Some Internet and Hybrid courses may have required face-to-face, proctored exams. Please contact the individual instructor or department to determine if a particular section has such a requirement.

Online Learning courses follow the same college requirements as traditional courses. College policies, such as admission, withdrawal, financial aid, etc. apply to OL courses. OL courses are not self-paced. They follow the same college calendar as face-to-face courses.

Online Learning requires students to pace their work and meet regular deadlines. These courses can, when fully online, require a minimum of 6-10 hours of independent work each week. Because of this, OL courses are best suited for students who are strongly self-motivated, self-disciplined, and have excellent time management skills. Additionally, because all OL courses require the use of a computer, they should only be taken by students who are already comfortable using computers for various types of applications, such as word processing, web browsing, chat, discussion boards, etc.; who are proficient in communicating in writing alone; and who have regular access to a computer and internet service. A tutorial for Blackboard--the online environment where OL courses are taught--is available at http://online.cfcc.edu and can be accessed using the generic username and password given on that page.

More Online Learning resources can be found at http://cfcc.edu/online/.

Attendance in Online Learning courses is measured not only by first login, but also by completing an initial "Enrollment Verification" assignment and completion of required course work. In Hybrid courses, where students meet face-to-face and online, attendance may be measured by presence at the first (and subsequent) face-to-face-meetings, completion of the online "Enrollment Verification" assignment and assigned coursework, or both.

"Enrollment Verification" (EV) activities, sometimes called "Introduction" or "Ice Breaker," require the student to 1) login to the Blackboard course site and 2) complete an activity that involves engagement with course material. Failure to login and complete the EV activities for each Internet and Hybrid course by the 10 percent date of the class may result in the student being dropped by the instructor as a "No Show" and assigned a non-punitive transcript grade of "NS." No tuition and fee adjustments will be made.

Help completing the Enrollment Verification activity can be found at http://cfcc.edu/online/help-page/#ev.

PROGRAMS OF STUDY

	DEGREE	CODE	PAGE NUMBER
COLLEGE TRANSFER PROGRAMS			
Associate in Arts	AA	A10100	66
Associate in Science	AS	A10400	71
Associate in Fine Arts			
Visual Arts	AFA	A10600	75
Music	AFA	A10700	77
Theatre	AFA	A10800	78
TECHNICAL & VOCATIONAL PROGRAMS			
Accounting	AAS	A25100	81
Accounting	Diploma	D25100	83
Accounting Applications	Certificate	C25100	83
Air Conditioning, Heating, and Refrigeration Technology	Diploma	D35100	84
Air Conditioning, Heating, and Refrigeration Technology	Certificate	C35100	84
Architectural Technology	AAS	A40100	84
Associate Degree Nursing	AAS	A45110	149
Associate in General Education	AGE	A10300	81
Automotive Customizing Technology	AAS	A60190	86
Automotive Customizing Technology	Diploma	D60190	86
Automotive Customizing Technology	Certificate	C60190	86
Automotive Systems Technology	AAS	A60160	87
Automotive Systems Technology	Diploma	D60160	88
Automotive Systems Technology	Certificate	C60160	88
Baking and Pastry Arts	AAS	A55130	89
Basic Law Enforcement Training	Certificate	C55120	90
Boat Building	Diploma	D35120	90
Boat Building	Certificate	C35120	91
Boat Manufacture and Service	Diploma	D60330	91
Business Administration	AAS	A25120	92
Office Systems	Diploma	D25120	93
Banking & Finance	Certificate	C25120B	94
Customer Service	Certificate	C25120	94
Entrepreneurship	Certificate	C25120E	94
International Business	Certificate	C25120G	94
Management and Supervision	Certificate	C25120A	95
Office Systems	Certificate	C25120D	95
Project Management	Certificate	C25120F	95
Cardiovascular Sonography	AAS	A45160	96
Cardiovascular Sonography	Diploma	D45160	97
Carpentry	Diploma	D35180	97
Carpentry	Certificate	C35180	97
Chemical Technology	AAS	A20120	98
Collision Repair and Refinishing Technology	Diploma	D60130	99
Collision Repair and Refinishing Technology	Certificate	C60130	99
Community Spanish Interpreter	AAS	A55370	100
Computer Integrated Machining	AAS	A50210	101
Computer Integrated Machining	Certificate	C50210	102
Construction Management Technology	AAS	A35190	102
Construction Management Technology	Certificate	C35190	103
Cosmetology	AAS	A55140	104
Cosmetology	Diploma	D55140	104
Cosmetology	Certificate	C55140	105
Cosmetology Instructor	Certificate	C55160	105
Criminal Justice Technology	AAS	A55180	106
Criminal Justice Technology	Certificate	C55180	107
Industrial Security	Certificate	C55180S	107
Leadership	Certificate	C55180L	107
Culinary Arts	AAS	A55150	108
Culinary Arts	Diploma	D55150	109
Dental Assisting	Diploma	D45240	110
Dental Hygiene	AAS	A45260	111
Diesel and Heavy Equipment Technology	AAS	A60460	113
Diesel and Heavy Equipment Technology	Diploma	D60460	114
Diesel and Heavy Equipment Technology	Certificate	C60460	114
Early Childhood Education	AAS	A55220	115
Early Childhood Education	Diploma	D55220	116
Early Childhood Education	Certificate	C55220	116
Electrical Systems Technology	AAS	A35130	117
Electrical Systems Technology	Diploma	D35130	118
Electrical Systems Technology	Certificate	C35130	118
Electronics Engineering Technology	AAS	A40200	119
Electronics Engineering Technology	Diploma	D40200	120
Electronics Engineering Technology	Certificate	C40200	120
Industrial Controls	Certificate	C40200C	121
Emergency Medical Science	AAS	A45340	121

	DEGREE	CODE	PAGE NUMBER
Esthetics Technology	Certificate	C55230	122
Film and Video Production Technology	AAS	A30140	122
Film and Video Production Technology	Diploma	D30140	124
Film and Video Production Technology	Certificate	C30140	124
Fire Protection Technology	AAS	A55240	124
Healthcare Business Informatics	AAS	A25510	125
Hospitality Management	AAS	A25110	126
Hospitality Management	Certificate	C25110	128
Industrial Systems Technology	AAS	A50240	128
Industrial Systems Technology	Diploma	D50240	129
Industrial Systems Technology	Certificate	C50240	130
Information Technology	AAS	A25590	130
Information Technology	Diploma	D25590A	132
Information Systems Administration	Diploma	D25590E	134
Information Systems Security	Diploma	D25590B	132
Network Administration	Diploma	D25590C	133
Software Development	Diploma	D25590D	133
Web Development	Diploma	D25590F	134
Computer Forensics	Certificate	C25590I	136
Information Technology	Certificate	C25590A	135
Information Systems Security	Certificate	C25590C	135
Network Technology	Certificate	C25590D	135
Operating Systems Administration	Certificate	C25590F	136
Software Development	Certificate	C25590E	135
Virtualization Technology	Certificate	C25590J	136
Web Development	Certificate	C25590G	136
Interior Design	AAS	A30220	137
Kitchen and Bath Design	Diploma	D30220	138
Interpreter Education	AAS	A55300	138
Landscape Gardening	AAS	A15260	139
Landscape Gardening	Certificate	C15260	141
Retention Pond Management	Certificate	C15260R	141
Sustainable Gardening	Certificate	C15260S	141
Marine Technology	AAS	A15320	142
Mechanical Engineering Technology	AAS	A40320	143
CAD Drafting	Diploma	D40320	144
CAD Drafting	Certificate	C40320C	145
Mechatronics Engineering Technology	AAS	A40350	145
Medical Office Administration	AAS	A25310	146
Medical Sonography	AAS	A45440	147
Nuclear Technology	AAS	A50460	148
Nurse Aide	Certificate	C45840	151
Occupational Therapy Assistant	AAS	A45500	151
Paralegal Technology	AAS	A25380	152
Paralegal Technology	Diploma	D25380	154
Civil Litigation	Certificate	C25380C	154
Real Property	Certificate	C25380R	154
Pharmacy Technology	AAS	A45580	154
Pharmacy Technology	Diploma	D45580	155
Phlebotomy	Certificate	C45600	156
Plumbing	Diploma	D35300	156
Plumbing	Certificate	C35300	157
Practical Nursing	Diploma	D45660	150
Radiography	AAS	A45700	157
Real Estate Licensing	Certificate	C25480	158
Surgical Technology	AAS	A45740	159
Sustainability Technologies	AAS	A40370	159
Sustainability Technologies	Certificate	C40370	161
Renewable Energy Technology	Certificate	C40370R	161
Sustainable Building Technology	Certificate	C40370S	161
Truck Driver Training	Certificate	C60300	162
Welding Technology	Diploma	D50420	162
SMAW / GTAW	Certificate	C50420	162
GTAW / GMAW	Certificate	C50420F	163

AA - Associate in Arts Degree (College Transfer) Two-Year Program
AS - Associate in Science Degree (College Transfer) Two-Year Program
AFA - Associate in Fine Arts Degree (College Transfer) Two-Year Program
AAS - Associate in Applied Science Degree Two-Year Program
AGE - Associate in General Education Degree Two-Year Program
Diploma - One-Year Program
Certificate - Program length varies

For information about graduation rates, the median debt of students who completed the program and other information on federally-designated gainful employment programs, please visit our website at http://cfcc.edu/gainfulemployment/.

General Education Values Statement

General Education Courses and Competencies

All associate degree programs at Cape Fear Community College (CFCC) comply with the program standards established by the North Carolina Community College System. Each degree program includes a general education component consisting of a minimum of 15 credit hours:

- The Associate in General Education program requires a minimum of 15 general education credit hours;
- The Associate in Applied Science programs require a minimum of 15 general education credit hours;
- The Associate in Arts and Associate in Science programs require a minimum of 45 general education credit hours; and
- The Associate in Fine Arts programs require a minimum of 28 general education credit hours.

Degree programs' general education components are comprised of courses from some or all of the following areas: communications, humanities and fine arts, social and behavioral sciences, natural sciences, and mathematics.

General education courses are designed to introduce students to a wide variety of academic topics and traditions. These courses also help promote students' attainment of CFCC's general education competencies, which represent the broad areas of knowledge and skills that students develop in the general education component of their degree programs. CFCC's general education competencies include:

- **Computer Literacy:** Utilizing computing technologies for academic, professional, and personal productivity.
- **Critical Thinking:** Applying critical thinking to problems, scenarios, and arguments in order to reach sound solutions, decisions, and positions.
- **Global Awareness:** Utilizing the knowledge and skills necessary for understanding world events, cultures, and social institutions.
- **Oral Communications:** Using oral communications skills to convey information, ideas, and arguments to specific audiences.
- **Quantitative Reasoning:** Utilizing quantitative reasoning skills to make sense of and solve numerical problems and scenarios.
- **Scientific Reasoning:** Using fundamental scientific concepts and theories to analyze problems, observations, and/or experiments.
- **Written Communications:** Using written communications skills to convey information, ideas, and arguments to specific audiences.

These competencies promote learners' appreciation for intellectual rigor, academic integrity, cultural diversity, and responsible citizenship.

College Transfer/University Parallel

General Information and Articulation Agreements

University of North Carolina Minimum Admission Requirements, Effective Fall 2006
(More commonly referred to as "Minimum Course Requirements" or "MCR")

To enroll in a senior institution in the University of North Carolina (UNC) System, students whose high school class graduated in 1990 or later must have completed the following high school requirements:

- Four (4) units of English (emphasizing grammar, composition, and literature)
- Two (2) units of a language other than English
- Four (4) units of mathematics in any of the following combinations:
  - Algebra I and II and geometry and one unit beyond Algebra II, or
  - Algebra I and II and two units beyond Algebra II, or
  - Integrated Mathematics I, II, and III and one unit beyond Integrated Math III (The fourth unit of mathematics affects applicants to all UNC institutions except the North Carolina School of Arts. The mathematics courses with Algebra II as a prerequisite that meet the new UNC Minimum Course Requirement are AP Calculus; AP Statistics; Pre-Calculus, formerly Advanced Math; Discrete Mathematics; IB Mathematics IV; and Advanced Functions and Modeling.)
- Two (2) units of social studies (including one unit of US history).
- Three (3) units of science (including a unit of life or biological science, a unit of physical science, and at least one laboratory course).

If a student has not met all the above requirements, the student is considered deficient in MCR. To remove an MCR deficiency and enroll in the UNC System, a student may choose one of the following options:

1. Earn an Associate in Arts degree, an Associate in Science degree, a baccalaureate, or any other higher degree.
2. Complete the following:

   - Six (6) semester hours of freshman composition.
   - Six (6) semester hours of college-level mathematics (must have an M-A-T prefix).
   - Six (6) semester hours of natural sciences.
   - Six (6) semester hours of social and behavioral sciences.
   - Six (6) semester hours of a foreign-language sequence (for students who graduate from high school in 2003-04 and beyond).

Students should always check with the Admissions Office of the receiving institution for the most current transfer information. Effective fall of 2014, UNC institutions will develop, publish, and maintain four-year degree plans identifying community college courses that provide pathways leading to associate degree completion, admission Into the major, and baccalaureate completion. Students who complete the AA or AS degree and the degree plan tracks published by a UNC institution, and who are accepted into that institution and into that major within four years of initial enrollment at the community college, will continue into that major at the UNC institution with all courses fulfilling lower division general education requirements.

The North Carolina Comprehensive Articulation Agreement

To facilitate the transfer of students between the North Carolina Community College System and the constituent institutions of the University of North Carolina System, the North Carolina General Assembly mandated the Comprehensive Articulation Agreement (CAA). The CAA applies to students who are pursuing an Associate in Arts or an Associate in Science degree and provides guidance to those who are pursuing an Associate in Fine Arts degree. The main difference between the Associate in Arts and the Associate in Science degrees is that the Associate in Science degree requires a stronger background in math and science. Effective fall of 2014, both degrees consist of a minimum of 45 general education credit hours and a minimum of 15 electives. Since the Associate in Fine Arts degree contains only 28 semester hours in the general education core, students may still be required to complete the general education courses of the receiving institution. The general education courses provide opportunities for students to know the philosophy, literature, institutions, and art of their own culture and other cultures; to understand math and science; to communicate with others and develop a sense of community. These courses also help students achieve competencies in the following: reading, writing, oral communication, fundamental mathematical skills, and the basic use of computers. Students should choose electives that align with their intended major and institution.

While general education courses may be used as electives, electives may not be used to fulfill general education requirements. Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, before or after transfer to the senior institution. Only 60-61 semester hours are guaranteed to transfer.

To receive the maximum benefit from the CAA, students may transfer as juniors if they follow these guidelines:

- Earn an Associate in Arts degree or an Associate in Science degree.
- Earn a grade of "C" or better in all CAA courses.
- Earn an overall grade-point average of a "C" or a 2.0 at the time of transfer (Note: If the entering grade-point average of the receiving institution is higher than the 2.0 CAA grade-point average, the student must comply with the requirement of the receiving institution. Students should always contact the receiving institutions for the latest information about the admission and program standards. Some UNC institutions do not accept grades of a "C-," even though CFCC will accept a "C-.")
- Obtain acceptance at the UNC institution.

Under the CAA, no student is guaranteed admission to the UNC institution of his/her choice or to any specific program or professional school in the institution. Admission is a competitive process.

Students Not Completing the Associate in Arts or Associate in Science Degrees

A North Carolina community college student who satisfactorily completes, with a grade of "C" or better, courses identified in the Universal General Education Transfer Component (UGETC) will receive credit applied toward the university's lower-division general education course requirements, subject to the following distribution limit: maximum of 6 hours in English Composition, 9 hours in Humanities/Fine Arts/Communications, 9 hours in Social/Behavioral Sciences, 8 hours in Mathematics, and 8 hours in the Natural Sciences.

A North Carolina community college student who satisfactorily completes a transfer course that is not designated as a UGETC course will receive transfer credit for the course. The receiving institution will determine whether the course will count as general education, pre-major, or elective credit. (Source: CAA Manual, February 21, 2014)

Transfer of Courses Not Originated at North Carolina Community Colleges

Transfer credit for courses that originate at a UNC institution or an independent college or university that is part of the CAA is acceptable as part of a student's successfully completed general education core or associate in arts or associate in science program under the CAA.

Transfer courses that do not originate at a North Carolina community college may be used under the CAA with the following stipulations:

a. Courses must be completed at a regionally accredited institution of higher education (like the Southern Association of Colleges and Schools, the North Central Association of Colleges and Schools, and the New England Association of Schools and Colleges); and
b. Courses must meet the general education requirements; and
c. Courses may total no more than 14 semester hours of credit of the general education course credit.
d. For courses not originating at a North Carolina community college, if the courses are used to complete the associate in arts or science degree, the courses will be taken as a complete package. Otherwise, if 14 or fewer

hours are presented without completion of the associate in arts or science, then the receiving institution will consider the courses on a course-by-course basis.

Transfer Assured Admissions Policy (TAAP)
The Comprehensive Articulation Agreement (CAA) assures the admission of a North Carolina community college graduate to one of the sixteen (16) University of North Carolina (UNC) institutions with the following stipulations:

- Admission is not assured to a specific campus or program or major.
- Students must have graduated from a North Carolina community college with an Associate in Arts or an Associate in Science degree.
- Students must meet all requirements of the CAA.
- Students must have a minimum grade-point average of 2.0 on a 4.0 scale, as calculated by the college from which they graduated, and a grade of "C" or better in all CAA courses. (Note: If the entering grade-point average of the receiving institution is higher than the 2.0 CAA grade-point average, the student must comply with the requirement of the receiving institution. Students should always contact the receiving institutions for the latest information about admission and program standards.)
- Students must be academically eligible for re-admission to the last institution attended.
- Students must meet judicial requirements for the institution to which they apply.
- Students must meet all application requirements at the receiving institution, including the submission of all required documentation by stated deadlines.

If a student is denied admission to a UNC institution, he or she should receive a letter from that institution directing the student to the College Foundation of North Carolina (CFNC) website. At the CFNC website, the student will be presented with the conditions of the TAAP. If these conditions are met, the student will be given information regarding space availability and contacts within other UNC institutions. The student should contact those institutions and get specific information about admissions and available majors.

If the steps above do not result in admission to a UNC institution, then the student should contact the CFNC Resource Center at 1-866-866-CFNC.

The Articulation Agreement Between Cape Fear Community College and The University of North Carolina at Wilmington
Effective March 1, 1999, the University of North Carolina at Wilmington (UNCW) agrees to accept for academic credit college transfer course work completed at Cape Fear Community College (CFCC). Graduates of a college transfer program at CFCC may receive automatic admission provided that space is available, which is usually in the summer and the fall, and may transfer to UNCW as a junior if they meet the following criteria:

- Earn at least a "C" in each transferable course
- Earn an overall grade-point average of a "B" or a 3.0 on a 4.0 scale (based on CFCC's calculation)
- Complete an Associate in Arts degree or an Associate in Science degree
- Complete the admissions process at UNCW.

One foreign language course (3 SHC) is required under the bilateral agreement, and the PE requirement is waived. The foreign language course may be taken at CFCC or UNCW.

Purpose of the College Transfer Programs
Most of the college transfer programs provide the first two years or the basic studies requirements of a baccalaureate degree. If students plan to transfer to a four-year college or university, they should declare a college transfer program as their program of study. Cape Fear Community College (CFCC) offers five college transfer programs: one (1) associate in arts, one (1) associate in science, and three (3) associate in fine arts.

These academic programs help students develop the abilities to solve problems, understand scientific principles, write and speak effectively, use computers, reason and think critically, research, understand cultures, manipulate numerical data, and work in teams—invaluable workplace skills for the 21st century. Across the college transfer curricula, faculty try to adapt to students' learning styles by using a variety of teaching techniques. In turn, students are expected to adapt to a variety of teaching styles. To evaluate student performance, faculty use some of the following methods: critical analysis papers and research papers; article reviews; book critiques; organized discussions; video summaries and applications; journals and novels; study guides/concept sheet assignments; readers' analysis of readings; debates; current events papers; project/oral presentations; exams/quizzes (true/false, fill in the blanks, short answers, multiple choice, essay); portfolios; hands-on assignments and faculty observation; peer reviews; role-playing; resumes, business letters, and compositions.

Enrollment in the college transfer programs averages 3,400 students per semester, excluding summer sessions. A majority of CFCC students transfer to UNC-Wilmington, East Carolina University, Appalachian State University, North Carolina State University, and UNC-Charlotte.

Choosing a Program of Study
When choosing a program of study, students should

- Consider their talents/abilities, personality, and passions/dreams.
- Research the career of their choice for information about the following: the nature of the career, qualifications, salary range, market demand, employment locations, and related fields. For information about careers, students may visit CFCC's Career and Testing Services.
- Be willing to change their program if they discover a more rewarding academic field. Through a classroom project, an extracurricular activity, or an interview with someone in a field, a student may decide his or her career goal. Review the websites about academic majors from senior institutions.

The Public Institutions in the University of North Carolina System and Their Website Addresses

Appalachian State University
http://www.appstate.edu/

East Carolina University
http://www.ecu.edu/admissions/

Elizabeth City State University
http://www.ecsu.edu/admissions/

Fayetteville State University
http://www.uncfsu.edu/admissions/

North Carolina A&T State University
http://www.ncat.edu/admissions/index.html

North Carolina Central University
http://www.nccu.edu/admissions/index.cfm

North Carolina School of the Arts
https://www.uncsa.edu

North Carolina State University
http://www.fis.ncsu.edu/uga/_vti_bin/shtml.exe/admissio.htm/map

UNC-Asheville
https://admissions.unca.edu

UNC-Chapel Hill:
http://admissions.unc.edu

UNC-Charlotte
http://www.uncc.edu/admissions/

UNC-Greensboro
http://www.uncg.edu/admissions/

UNC-Pembroke
http://www.uncp.edu/admissions-aid

UNC-Wilmington
http://www.uncw.edu/uncwadmissions/

Western Carolina University
http://admissions.wcu.edu/

Winston-Salem State University
http://wssu.edu/admissions/admission-requirements/transfer-student-applicants/default.aspx

The Private Colleges and Universities in North Carolina that Endorse the Statewide Comprehensive Articulation Agreement and Their Website Addresses

Barton College
http://www.barton.edu/

Belmont Abbey College
http://www.belmontabbeycollege.edu/admissions/

Bennett College
http://www.bennett.edu/

Brevard College
https://www.brevard.edu/admissions/apply-admission-0

Campbell University
http://www.campbell.edu/admissions/undergraduate/

Catawba College
http://catawba.edu/admissions/

Chowan College
http://www.chowan.edu/

Gardner-Webb University
http://gardner-webb.edu

Johnson C. Smith University
http://www.jcsu.edu/admissions

Lees-McRae College
http://www.lmc.edu/admissions/

Livingstone College
http://www.livingstone.edu/admissions/

Louisburg College
https://www.louisburg.edu/admissions/index.html

Mars Hill College
http://www.mhu.edu/admissions/transfer-students

Montreat College
http://www.montreat.edu/

North Carolina Wesleyan College
http://www.ncwc.edu/admissions/transfer.php

Peace College
http://www.peace.edu/admissions/transfer-students

Pfeiffer College
http://www.pfeiffer.edu/

Queens University of Charlotte
http://www.queens.edu/

Saint Andrews Presbyterian College
https://www.sa.edu/admissions/transfer-students

St. Augustine's University
http://www.st-aug.edu/index2.htm

Shaw University
http://www.shawuniversity.edu/

University of Mount Olive
https://www.umo.edu/admissions/transfer-students

Warren Wilson College
http://www.warren-wilson.edu/admission

Wingate University
https://www.wingate.edu/office-of-admissions/transfer-to-wingate-university/

Art Supplies - In addition to the purchase of a textbook, some art classes require students to purchase supplies. The following costs are estimations and will depend on the instructor, the place of purchase, and the maker/manufacturer: ART 121 - Design I, $75-$100; ART 131 - Drawing I, $80 - $100; ART 240 - Painting I, $150-$175 (an additional $80 needed if a class wants to learn about watercolors and oils/acrylics.); and ART 261- Photography I, $120 for film, paper and supplies. ART 261 also requires students to have a manual 35-millimeter camera. ART 283 - Students in ART 283 Ceramics I, must pay $10-$20 for a personal tool packet, available at the CFCC Bookstore.

Math Supplies - Students are required to purchase a graphic calculator (an estimate of $100) if they enroll in the following math classes: MAT 121, MAT 122, MAT 152, 171, 172, 271, 272, and 273. (TI-84Plus is recommended.)

Internet, hybrid, and some face-to-face math courses require a MyLabsPlus student access code. This code is included with the purchase of a new textbook from the CFCC bookstore and is used to access the online portion of the class. If a used book is purchased, the code must be purchased separately at an additional cost either at the CFCC Bookstore or online from the publisher of the textbook.

Physical Education (PED) Information
Some PED classes require membership at a commercial facility approved by the class instructor. The cost ranges from $20 to $144 depending on the course and the facility.
Some PED courses meet off campus at local parks.
All PED courses require a physical activity component.
Details on specific PED course requirements may be found in the COURSE DESCRIPTION section at the rear of the catalog.

NOTE: The course PED 110 requires the commercial membership only if the PED 110 class is an internet class. The commercial facility must be approved by the instructor.

Science Supplies
Interest, hybrid, and face-to-face science courses may require software as an online supplement. This software will be included with the purchase of a new textbook from the CFCC Bookstore. The software may also be purchased separately at an additional cost if one is using a used textbook.

Students enrolled in BIO 175 are required to buy their own disposable lab coats, gloves, and goggles. These items may be purchased through the CFCC Bookstore. More information concerning lab coats and safety glasses will be given during the first day of class.

Students enrolled In CHM 131/131A, 151, 152, 251 and 252 are required to buy safety glasses that give full coverage with side protection for the eyes. Safety glasses may be purchased through the CFCC Bookstore. In addition, students taking CHM 251 and 252 will also need to purchase a cloth lab coat. More information concerning lab coats and safety glasses will be given during the first day of class.

Students enrolled in the Internet sections of BIO 110 or CHM 151, as designated as "I" followed by the section number, are required to purchase a science lab kit. Please check with the CFCC Bookstore for the cost of the kit.
Students enrolled in the Internet sections of PHY 110 are required to purchase a metric ruler, a metric stick and a 128 Hz tuning fork. Please check the instructor's syllabus for purchasing details.

Staying Informed
Students should observe the school calendar, published in the front of the catalog, and read their CFCC email regularly to keep current. Such information as the following is provided: College Day at CFCC; announcements about the monthly visits from UNCW representatives on CFCC's campus, fall and spring semesters; the Spring Fling; announcements about the Advisement Period; the dates for non-punitive withdrawals from classes.

A List of the College Transfer Courses Offered at CFCC

(Reminder: Students are responsible for knowing the prerequisites/corequisites and complying with them. The transfer of a course may depend on several factors, such as the grades earned in the courses, the semester that certain grades—below "Cs"-- were earned, the transfer equivalency sheets of senior institutions, and the number of credit hours earned from various institutions of higher education. Students should always review the transfer requirements of the receiving institution, particularly the course equivalency list.)

ACA 122
ACC 120
ACC 121
ANT 210*
ANT 220*
ANT 240*
ART 111*
ART 113
ART 114*
ART 115*
ART 116*
ART 117*
ART 118
ART 121
ART 122
ART 132
ART 135
ART 171
ART 212
ART 214
ART 231
ART 232
ART 235
ART 240
ART 241
ART 245
ART 246
ART 247
ART 248
ART 250
ART 251
ART 252
ART 261
ART 262
ART 264
ART 265
ART 266
ART 267
ART 271
ART 276
ART 281
ART 282
ART 283
ART 284
ART 285
ART 286
ASL 111*
ASL 112*
ASL 181
ASL 182
ASL 211*
ASL 212*
ASL 281
AST 111*
AST 111A*
BIO 110*
BIO 111*
BIO 112*
BIO 120*
BIO 130*
BIO 140*
BIO 140A*
BIO 143
BIO 150
BIO 163
BIO 168
BIO 169
BIO 175
BIO 250
BUS 110
BUS 115
BUS 137
CHM 130
CHM 131*
CHM 131A*
CHM 132*
CHM 151*
CHM 152*
CHM 251
CHM 252
CIS 110*
CIS 115*
CJC 111
CJC 121
CJC 141
COM 110*
COM 111
COM 120*
COM 140*
COM 150
COM 160
COM 231*
COM 251
CSC 151
CTS 115
DRA 111*
DRA 120
DRA 122*
DRA 126*
DRA 128
DRA 130
DRA 131
DRA 135
DRA 136
DRA 140
DRA 141
DRA 142
DRA 145
DRA 170
DRA 171
DRA 175
DRA 211*
DRA 212*
DRA 230
DRA 231
DRA 240
DRA 260
DRA 270
DRA 271
ECO 151*
ECO 251*
ECO 252*
ENG 111*
ENG 112*
ENG 113*
ENG 114*
ENG 125
ENG 126
ENG 131*
ENG 231*
ENG 232*
ENG 241*
ENG 242*
ENG 261*
ENG 262*
ENG 272
ENG 273
ENG 274
FRE 111*
FRE 112*
FRE 181
FRE 182
FRE 211*
FRE 212*
GEL 111*
GEL 113*
GEL 230*
GER 111*
GER 112*
GER 181
GER 182
GER 211*
GER 212*
HIS 111*
HIS 112*
HIS 121*
HIS 122*
HIS 131*
HIS 132*
HIS 221
HIS 227
HIS 228
HIS 229
HUM 110*
HUM 115*
HUM 120*
HUM 121*
HUM 122*
HUM 130*
HUM 140
HUM 150*
HUM 160*
HUM 161*
HUM 170
HUM 180
HUM 220*
HUM 230
MAT 143*
MAT 152*
MAT 171*
MAT 172*
MAT 263*
MAT 271*
MAT 272*
MAT 273*
MUS 110*
MUS 111
MUS 112*
MUS 113*
MUS 114*
MUS 121
MUS 122
MUS 123
MUS 131
MUS 132
MUS 133
MUS 134
MUS 135
MUS 136
MUS 137
MUS 138
MUS 141
MUS 142
MUS 151
MUS 152
MUS 161
MUS 162
MUS 170
MUS 210*
MUS 211*
MUS 212*
MUS 214
MUS 215
MUS 221
MUS 222
MUS 231
MUS 232
MUS 233
MUS 234
MUS 235
MUS 236
MUS 237
MUS 238
MUS 241
MUS 242
MUS 251
MUS 252
MUS 253
MUS 260
MUS 261
MUS 262
MUS 271
MUS 272
PED 110
PED 113
PED 117
PED 120
PED 122
PED 123
PED 125
PED 128
PED 129
PED 130
PED 131
PED 143
PED 145
PED 149
PED 170
PED 210
PED 211
PED 216
PED 219
PHI 210*
PHI 215*
PHI 220*
PHI 230*
PHI 240*
PHY 110*
PHY 110A*
PHY 151*
PHY 152*
POL 110*
POL 120*
POL 130
POL 210*
POL 220*
POL 250
PSY 150*
PSY 211
PSY 241*
PSY 259
PSY 263
PSY 281*
REL 110*
REL 111*
REL 112*
REL 211*
REL 212*
REL 221*
SOC 210*
SOC 213*
SOC 220*
SOC 230*
SOC 240*
SOC 242
SPA 111*
SPA 112*
SPA 141
SPA 161
SPA 181
SPA 182
SPA 211*
SPA 212*
SPA 221
SPA 231

Courses designated with an asterisk (*) are GEN ED college transfer courses. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

Note: Courses in **bold type** are Universal General Education Transfer Components (UGETC)

ASSOCIATE IN ARTS

A.A. Degree (A10100)

As a result of a legislative mandate from the NC General Assembly, fall of 1997, the 58 North Carolina community colleges and the 16 institutions in the University of North Carolina (UNC) System entered into an agreement called the statewide Comprehensive Articulation Agreement, better known as the CAA. This agreement has been updated, and the revisions were implemented in the fall of 2014. This agreement includes two degrees—the Associate in Arts and the Associate in Science—and enables North Carolina community college graduates to receive junior status if the graduates meet certain criteria. Students are encouraged to complete their degree before they transfer. Admission to a UNC institution is a competitive process.

The Associate in Arts degree requires 60-61 credit hours. It allows students to take the first two years of their baccalaureate degree at CFCC and enables them to transfer to one of the 16 institutions in the UNC System with junior status. To graduate from CFCC under this agreement, students must meet all prerequisite and corequisite requirements, successfully complete all the required CAA courses with a grade of "C" or better, and earn at least a 2.0 overall grade-point average. (Note: To enroll at a senior institution, students must meet the grade-point average requirement of the receiving institution, which may be higher than a 2.0. While CFCC will accept a grade of "C-" from another institution, students should be aware that some UNC institutions will not accept this grade.)

It is the responsibility of the student to meet all graduation requirements.

Students are advised to take ACA 122: College Transfer Success in their first or second semester and create a suitable plan of study. Students are required to demonstrate their computer competency before graduation by taking CIS 110 or CIS 115 or CSC 151. If a student is enrolled in the last semester of course work, is computer-competent, but has not fulfilled the computer requirement, the student may opt to take a computer competency in the Learning Lab at the North or Wilmington campus.

Students must meet the receiving institution's foreign language and/or health and physical education course, if applicable, prior to or after transfer to the senior institution.

Website that houses CFCC's college transfer curriculum worksheets: http://cfcc.edu/transfer/current-student/.

Website that houses the four-year baccalaureate plans at the 16 institutions in the University of North Carolina System: http://cfcc.edu/transfer/curriculum-pathways/.

The Associate in Arts program requirements are outlined as follows:

1. Universal General Education Transfer Component (32-33 semester-hour credits)—These courses are sometimes referred to as the UGETC courses and are supposed to transfer for equivalency credit at the 16 University of North Carolina institutions.
2. Additional General Education Courses (14 semester-hour credits)—These may be additional general education courses that CFCC has selected for its students and/or additional general education courses that a senior institution has recommended or required for an intended major.
3. Other Requirements (14 semester-hour credits)—A few electives are mandated by CFCC. Students should select the remaining electives based on the intended major of the senior institution.

I. UNIVERSAL GENERAL EDUCATION TRANSFER COMPONENT .... 32-33 SHC

English Composition .... 6 SHC

ENG 111	Writing and Inquiry*^{u}	3
ENG 112	Writing Research in the Disciplines*^{u}	3

Humanities/Fine Arts .... 9 SHC

Select one course from each group below.

Group I-Choose one course:

ART 111	Art Appreciation*^{u}	3
ART 114	Art History Survey I*^{u}	3
ART 115	Art History Survey II*^{u}	3
MUS 110	Music Appreciation*^{u}	3
MUS 112	Introduction to Jazz*^{u}	3

Group II-Choose one course:

ENG 231	American Literature I*^{u}	3
ENG 232	American Literature II*^{u}	3
ENG 241	British Literature I*^{u}	3
ENG 242	British Literature II*^{u}	3
PHI 215	Philosophical Issues*^{u}	3
PHI 240	Introduction to Ethics*^{u}	3

Group III-Choose one unused course:

ART 111	Art Appreciation*^{u}	3
ART 114	Art History Survey I*^{u}	3
ART 115	Art History Survey II*^{u}	3
ENG 231	American Literature I*^{u}	3
ENG 232	American Literature II*^{u}	3
ENG 241	British Literature I*^{u}	3
ENG 242	British Literature II*^{u}	3
MUS 110	Music Appreciation*^{u}	3
MUS 112	Introduction to Jazz*^{u}	3
PHI 215	Philosophical Issues*^{u}	3
PHI 240	Introduction to Ethics*^{u}	3

Social/Behavioral Sciences ....9 SHC
Select one course from each group below.

Group I-Choose one course:

HIS 111	World Civilizations I*^{u}	3
HIS 112	World Civilizations II*^{u}	3
HIS 131	American History I*^{u}	3
HIS 132	American History II*^{u}	3

Group II-Choose one course:

ECO 251	Prin of Microeconomics*^{u}	3
ECO 252	Prin of Macroeconomics*^{u}	3
POL 120	American Government**^{u}	3
PSY 150	General Psychology*^{u}	3
SOC 210	Introduction to Sociology*^{u}	3

Group III-Choose one unused course:

ECO 251	Prin of Microeconomics*^{u}	3
ECO 252	Prin of Macroeconomics*^{u}	3
HIS 111	World Civilizations I*^{u}	3
HIS 112	World Civilizations II*^{u}	3
HIS 131	American History I*^{u}	3
HIS 132	American History II*^{u}	3
POL 120	American Government*^{u}	3
PSY 150	General Psychology*^{u}	3
SOC 210	Introduction to Sociology*^{u}	3

Mathematics .... 3/4 SHC
Choose one course:

MAT 143	Quantitative Literacy*^{u}	3
MAT 152	Statistical Methods I*^{u}	4
MAT 171	Precalculus Algebra*^{u}	4

Natural Sciences ....4 SHC
Choose one course (Reminder: AST 111 and PHY 110 have mandatory labs.)

AST 111	Descriptive Astronomy	3
AST 111A	Descriptive Astronomy Lab*^{u}	1
BIO 110	Principles of Biology*^{u}	4
BIO 111	General Biology I*^{u}	4
CHM 151	General Chemistry I*^{u}	4
GEL 111	Introductory Geology*^{u}	4
PHY 110	Conceptual Physics*^{u}	3
PHY 110A	Conceptual Physics Lab*^{u}	1

II. ADDITIONAL GENERAL EDUCATION COURSES ....15 SHC

Critical Thinking...6 SHC
Choose two courses (Reminder: BIO 140 and CHM 131 have mandatory labs.):

ART 116	Survey of American Art*	3
BIO 112	General Biology II*	4
BIO 120	Introductory Botany*	4
BIO 130	Introductory Zoology*	4
BIO 140	Environmental Biology*	3
BIO 140A	Environmental Biology*	1
CHM 131	Intro to Chemistry*	3
CHM 131A	Intro to Chemistry Lab*	1
CHM 152	General Chemistry II*	4
CIS 110	Introduction to Computers*	3
CIS 115	Intro to Prog & Logic*	3
DRA 111	Theatre Appreciation*	3
DRA 122	Oral Interpretation*	3
DRA 126	Storytelling*	3
DRA 211	Theatre History I*	3
DRA 212	Theatre History II*	3
ECO 151	Survey of Economics*	3
ENG 131	Introduction to Literature*	3
GEL 113	Historical Geology*	4
GEL 230	Environmental Geology*	4
HUM 110	Technology and Society*	3
HUM 115	Critical Thinking*	3
HUM 121	The Nature of America*	3
HUM 122	Southern Culture*	3
HUM 150	American Women's Studies*	3
HUM 160	Introduction to Film*	3
HUM 161	Advanced Film Studies*	3
MAT 172	Precalculus Trigonometry*	3
MAT 263	Brief Calculus*	3
MAT 271	Calculus I*	4
MAT 272	Calculus II*	4
MAT 273	Calculus III*	4
MUS 113	American Music*	3
MUS 210	History of Rock Music*	3
MUS 211	History of Country Music*	3
MUS 212	American Musical Theatre*	3
PHI 210	History of Philosophy*	3
PHI 220	Western Philosophy I*	3
PHI 230	Introduction to Logic*	3
PHY 151	College Physics I*	4
PHY 152	College Physics II*	4
POL 110	Intro to Political Science*	3
PSY 241	Developmental Psychology*	3
PSY 281	Abnormal Psychology*	3
REL 211	Intro to Old Testament*	3
REL 212	Intro to New Testament*	3
REL 221	Religion in America*	3
SOC 213	Sociology of the Family*	3
SOC 220	Social Problems*	3
SOC 240	Social Psychology*	3

Global Awareness and Foreign languages...............9 SHC
Choose three courses (Reminder: ASL 111, ASL 112, ASL 211, FRE 111, FRE 112, GER 111, GER 112, SPA 111, and SPA 112 have mandatory labs.):

ANT 210	General Anthropology*	3
ANT 220	Cultural Anthropology*	3
ANT 240	Archaeology*	3
ART 117	Non-Western Art History*	3
ASL 111	Elementary ASL I*	3
ASL 112	Elementary ASL II*	3
ASL 211	Intermediate ASL I*	3
ASL 212	Intermediate ASL II	3
ENG 241	British Literature I	3
ENG 242	British Literature II	3
ENG 261	World Literature I*	3
ENG 262	World literature II*	3

FRE 111	Elementary French I*	3
FRE 112	Elementary French II*	3
FRE 211	Intermediate French I*	3
FRE 212	Intermediate French II*	3
GER 111	Elementary German I*	3
GER 112	Elementary German II*	3
GER 211	Intermediate German I*	3
GER 212	Intermediate German II*	3
HIS 121	Western Civilization I*	3
HIS 122	Western Civilization II*	3
HUM 120	Cultural Studies*	3
HUM 130	Myth in Human Culture*	3
HUM 220	Human Values and Meaning*	3
MUS 114	Non-Western Music*	3
MUS 210	History of Rock Music*	3
POL 210	Comparative Government*	3
POL 220	International Relations*	3
REL 110	World Religions*	3
REL 111	Eastern Religions*	3
REL 112	Western Religions*	3
SPA 111	Elementary Spanish* I	3
SPA 112	Elementary Spanish II*	3
SPA 211	Intermediate Spanish I*	3
SPA 212	Intermediate Spanish II*	3
SOC 230	Race and Ethnic Relations*	3

III. OTHER REQUIRED HOURS .... 14 SHC

Select a minimum of 14 semester-hour credits, based on your intended major and senior institution. The following two courses are required: ACA 122 (recommended during the student's first or second semester at CFCC) and COM 110 or 120 or 140 or 231.

Required course:

ACA 122	College Transfer Success*	1

Required course (Choose one.):

COM 110	Introduction to Communication*	3
COM 120	Interpersonal Communication*	3
COM 140	Introduction to Intercultural Communication*	3
COM 231	Public Speaking*[u]	3

Other Electives .... 10 SHC

(Reminder: AST 111, BIO 140 and PHY 110 have mandatory labs.).

ACC 120	Prin of Financial Accounting I*	4
ACC 121	Prin of Managerial Accounting*	4
ANT 210	General Anthropology*	3
ANT 220	Cultural Anthropology*	3
ANT 240	Archaeology*	3
ART 111	Art Appreciation*[u]	3
ART 113	Art Methods and Materials*	3
ART 114	Art History Survey I*[u]	3
ART 115	Art History Survey II*[u]	3
ART 116	Survey of American Art*	3
ART 117	Non-Western Art History*	3
Art 118	Art by Women*	3
ART 121	Design I*	3
ART 122	Design II*	3
ART 131	Drawing I*	3
ART 132	Drawing II*	3
ART 135	Figure Drawing*	3
ART 171	Computer Art I*	3
ART 212	Gallery Assistantship I*	1
ART 214	Portfolio and Resume*	1
ART 231	Printmaking I*	3
ART 232	Printmaking II*	3
ART 240	Painting I*	3
ART 241	Painting II*	3
ART 245	Metals I*	3
ART 246	Metals II*	3
ART 247	Jewelry I*	3
ART 248	Jewelry II*	3
ART 261	Photography I*	3
ART 262	Photography II*	3
ART 264	Digital Photography I*	3
ART 265	Digital Photography II*	3
ART 266	Videography I*	3
ART 267	Videography II*	3
ART 271	Computer Art II*	3
ART 276	Interactive Media Design*	3
ART 281	Sculpture I*	3
ART 282	Sculpture II*	3
ART 283	Ceramics I*	3
ART 284	Ceramics II*	3
ART 285	Ceramics III*	3
ART 286	Ceramics IV*	3
ASL 111	Elementary ASL I*	3
ASL 112	Elementary ASL II*	3
ASL 181	ASL Lab 1*	1
ASL 182	ASL Lab 2*	1
ASL 211	Intermediate ASL I*	3
ASL 212	Intermediate ASL II*	3
ASL 281	ASL Lab 3*	1
AST 111	Descriptive Astronomy*[u]	3
AST 111A	Descriptive Astronomy Lab*[u]	1
BIO 110	Principles of Biology*[u]	4
BIO 111	General Biology I*[u]	4
BIO 112	General Biology II*[u]	4
BIO 120	Introductory Botany*	4
BIO 130	Introductory Zoology*	4
BIO 140	Environmental Biology*	3
BIO 140A	Environmental Biology Lab*	1
BIO 143	Field Biology Minicourse*	2
BIO 150	Genetics in Human Affairs*	3
BIO 163	Basic Anat & Physiology*	5
BIO 168	Anatomy and Physiology I*	4
BIO 169	Anatomy and Physiology II*	4
BIO 175	General Microbiology*	3
BIO 250	Genetics*	4
BUS 110	Introduction to Business*	3
BUS 115	Business Law I*	3
BUS 137	Principles of Management*	3
CHM 130	Gen, Org, & Biochemistry*	3
CHM 131	Introductory to Chemistry*	3
CHM 131A	Intro to Chemistry Lab*	1
CHM 151	General Chemistry I*[u]	4

CHM 152	General Chemistry II*	4
CHM 251	Organic Chemistry I*	4
CHM 252	Organic Chemistry II*	4
CIS 110	Introduction to Computers*	3
CIS 115	Intro to Programming and Logic*	3
CJC 111	Intro to Criminal Justice*	3
CJC 121	Law Enforcement Operations*	3
CJC 141	Corrections*	3
COM 110	Introduction to Communication*	3
COM 120	Intro to Interpersonal Communication*	3
COM 140	Intro to Intercultural Communication*	3
COM 150	Intro to Mass Communication*	3
COM 160	Small Group Communication*	3
COM 231	Public Speaking*[u]	3
COM 251	Debate I*	3
CSC 151	JAVA Programming*	3
CTS 115	Info Systems Business Concept*	3
DRA 111	Theatre Appreciation	3
DRA 112	Literature of the Theatre*	3
DRA 120	Voice for Performance*	3
DRA 122	Oral Interpretation*	3
DRA 126	Storytelling*	3
DRA 128	Children's Theatre*	3
DRA 130	Acting I*	3
DRA 131	Acting II*	3
DRA 135	Acting for the Camera I*	3
DRA 136	Acting for the Camera II*	3
DRA 140	Stagecraft I*	3
DRA 141	Stagecraft II*	3
DRA 142	Costuming*	3
DRA 145	Stage Make-up*	2
DRA 170	Play Production I*	3
DRA 171	Play Production II*	3
DRA 175	Teleplay Production I*	3
DRA 211	Theatre History I*	3
DRA 212	Theatre History II*	3
DRA 230	Acting III*	3
DRA 231	Acting IV*	3
DRA 240	Lighting for the Theatre*	3
DRA 260	Directing*	3
DRA 270	Play Production III*	3
DRA 271	Play Production IV*	3
ECO 151	Survey of Economics*	3
ECO 251	Prin of Microeconomics*[u]	3
ECO 252	Prin of Macroeconomics*[u]	3
EDU 216	Foundations in Education	4
ENG 114	Professional Research & Reporting*	3
ENG 125	Creative Writing I*	3
ENG 126	Creative Writing II*	3
ENG 131	Introduction to Literature*	3
ENG 231	American Literature I*[u]	3
ENG 232	American Literature II*[u]	3
ENG 241	British Literature I*[u]	3
ENG 242	British Literature II*[u]	3
ENG 261	World Literature I*	3
ENG 262	World Literature II*	3
ENG 272	Southern Literature*	3
ENG 273	African-American Literature*	3
ENG 274	Literature by Women*	3
FRE 111	Elementary French I*	3
FRE 112	Elementary French II*	3
FRE 181	Elementary French Lab 1*	1
FRE 182	Elementary French Lab 2*	1
FRE 211	Intermediate French I*	3
FRE 212	Intermediate French II*	3
GEL 111	Introductory Geology*[u]	4
GEL 113	Historical Geology*	4
GEL 230	Environmental Geology*	4
GER 111	Elementary German I*	3
GER 112	Elementary German II*	3
GER 181	Elementary German Lab 1*	1
GER 182	Elementary German Lab 2*	1
GER 211	Intermediate German I*	3
GER 212	Intermediate German II*	3
HIS 111	World Civilizations I*[u]	3
HIS 112	World Civilizations II*[u]	3
HIS 121	Western Civilization I*	3
HIS 122	Western Civilization II*	3
HIS 131	American History I*[u]	3
HIS 132	American History II*[u]	3
HIS 221	African-American History*	3
HIS 227	Native American History*	3
HIS 228	History of the South*	3
HIS 229	History of the Old South*	3
HUM 110	Technology and Society*	3
HUM 115	Critical Thinking*	3
HUM 120	Cultural Studies*	3
HUM 121	The Nature of America*	3
HUM 122	Southern Culture*	3
HUM 130	Myth in Human Culture*	3
HUM 140	History of Architecture*	3
HUM 150	American Women Studies*	3
HUM 160	Introduction to Film*	3
HUM 161	Advanced Film Studies*	3
HUM 170	The Holocaust*	3
HUM 180	International Cultural Exploration*	3
HUM 220	Human Values and Meaning*	3
HUM 230	Leadership Development*	3
MAT 143	Quantitative Literacy*[u]	3
MAT 152	Statistical Methods I*[u]	4
MAT 171	Precalculus Algebra*[u]	4
MAT 172	Precalculus Trigonometry*	4
MAT 263	Brief Calculus*	4
MAT 271	Calculus I*	4
MAT 272	Calculus II*	4
MAT 273	Calculus III*	4
MUS 110	Music Appreciation*[u]	3
MUS 111	Fundamentals of Music*	3
MUS 112	Introduction to Jazz*u	3
MUS 113	American Music*	3
MUS 114	Non-Western Music*	3
MUS 121	Music Theory I*	4
MUS 122	Music Theory II*	4
MUS 123	Music Composition*	1
MUS 131	Chorus I*	1
MUS 132	Chorus* II*	1
MUS 133	Band I*	1
MUS 134	Band II*	1

MUS 135	Jazz Ensemble I*	1
MUS 136	Jazz Ensemble II*	1
MUS 137	Orchestra I*	1
MUS 138	Orchestra II*	1
MUS 210	History of Rock Music	3
MUS-210	History of Country Music	3
MUS-212	American Musical Theater	3
MUS 141	Ensemble I*	1
MUS 142	Ensemble II	1
MUS 151	Class Music I*	1
MUS 152	Class Music II*	1
MUS 161	Applied Music I*	2
MUS 162	Applied Music II*	2
MUS 170	Business of Music*	3
MUS 210	History of Rock Music*	3
MUS 211	History of Country Music*	3
MUS 212	American Musical Theatre*	3
MUS 214	Electronic Music I*	2
MUS 215	Electronic Music II*	2
MUS 221	Music Theory III*	4
MUS 222	Music Theory IV*	4
MUS 231	Chorus III*	1
MUS 232	Chorus IV*	1
MUS 235	Jazz Ensemble III*	1
MUS 236	Jazz Ensemble IV*	1
MUS 237	Orchestra III*	1
MUS 238	Orchestra IV*	1
MUS 241	Ensemble III*	1
MUS 242	Ensemble IV*	1
MUS 251	Class Music III*	1
MUS 252	Class Music IV*	1
MUS 253	Big Band*	1
MUS 260	Introduction to Music Education*	2
MUS 261	Applied Music III*	2
MUS 262	Applied Music IV*	2
PED 110	Fit and Well for Life*	2
PED 113	Aerobics I*	1
PED 117	Weight Training I*	1
PED 120	Walking for Fitness*	1
PED 122	Yoga I*	1
PED 123	Yoga II*	1
PED 125	Self-Defense-Beginning*	1
PED 128	Golf-Beginning*	1
PED 129	Golf-Intermediate*	1
PED 130	Tennis-Beginning*	1
PED 131	Tennis-Intermediate*	1
PED 143	Volleyball-Beginning*	1
PED 145	Basketball-Beginning*	1
PED 149	Flag Football*	1
PED 170	Backpacking*	1
PED 210	Team Sports*	1
PED 211	New Games*	1
PED 216	Indoor Cycling*	1
PED 219	Disc Golf*	1
PHI 210	History of Philosophy*	3
PHI 215	Philosophical Issues*[u]	3
PHI 220	Western Philosophy I*	3
PHI 230	Introduction to Logic*	3
PHI 240	Introduction to Ethics*[u]	3
PHY 110	Conceptual Physics*[u]	3
PHY 110A	Conceptual Physics Lab*[u]	1
PHY 151	College Physics I*	4
PHY 152	College Physics II*	4
POL 110	Intro to Political Science*[u]	3
POL 120	American Government*	3
POL 130	State & Local Government*	3
POL 210	Comparative Government*	3
POL 220	International Relations*	3
POL 250	Intro to Political Theory*	3
PSY 150	General Psychology*[u]	3
PSY 211	Psychology of Adjustment*	3
PSY 241	Developmental Psychology*	3
PSY 259	Human Sexuality*	3
PSY 263	Educational Psychology*	3
PSY 281	Abnormal Psychology*	3
REL 110	World Religions*	3
REL 111	Eastern Religions*	3
REL 112	Western Religions*	3
REL 211	Intro to Old Testament*	3
REK 212	Intro to New Testament*	3
REL 221	Religion in America*	3
SOC 210	Introduction to Sociology*[u]	3
SOC 213	Sociology of the Family*	3
SOC 220	Social Problems*	3
SOC 230	Race and Ethnic Relations*	3
SOC 240	Social Psychology*	3
SOC 242	Sociology of Deviance*	3
SPA 111	Elementary Spanish I*	3
SPA 112	Elementary Spanish II*	3
SPA 141	Culture and Civilization*	3
SPA 161	Cultural Immersion*	3
SPA 181	Elementary Spanish Lab 1*	1
SPA 182	Elementary Spanish Lab 2*	1
SPA 211	Intermediate Spanish I*	3
SPA 212	Intermediate Spanish II*	3
SPA 221	Spanish Conversation*	3
SPA 231	Reading and Composition*	3

Total Requirement in Semester Hours 60-61

ASSOCIATE IN SCIENCE

A.S. Degree (A10400)

As a result of a legislative mandate from the NC General Assembly, fall of 1997, the 58 North Carolina community colleges and the 16 institutions in the University of North Carolina (UNC) System entered into an agreement called the statewide Comprehensive Articulation Agreement, better known as the CAA. This agreement has been updated, and the revisions were implemented fall of 2014. This agreement includes two degrees—the Associate in Arts and the Associate in Science—and enables North Carolina community college graduates to receive junior status if the graduates meet certain criteria. Students are encouraged to complete their degree before they transfer. Admission to a UNC institution is a competitive process.

The Associate in Science degree requires 60-61 credit hours. It allows students to take the first two years of their baccalaureate degree at CFCC and enables them to transfer to one of the 16 institutions in the University of North Carolina System with junior status. Students in this program may choose majors in architecture, agriculture, biology, chemistry, computer science, dentistry, forestry, mathematics, medicine, pharmacy, and textiles. To graduate from CFCC, students must meet all prerequisite and corequisite requirements, successfully complete all the required CAA courses with a grade of "C" or above, and earn at least a 2.0 overall grade-point average. (Note: To enroll at a senior institution, students must meet the grade-point average requirement of the receiving institution, which may be higher than a 2.0. While CFCC may accept a grade of "C-" from another institution, students should be aware that some UNC institutions will not accept this grade.)

This plan of study is subject to change when the college thinks that such action is in the best interest of the student or the program. It is the responsibility of the student to meet all graduation requirements.

When students enroll at CFCC, they are advised to take ACA 122: College Transfer Success in their first or second semester and create a suitable plan of study. Students must also demonstrate their computer competency before graduation by taking CIS 110 or CIS 115 or CSC 151. If a student is enrolled in the last semester of course work, is computer-competent, but has not fulfilled the computer requirement, the student may opt to take a computer competency in the Learning Lab at the North or the Wilmington campus.

Students must meet the receiving institution's foreign language and/or health and physical education course, if applicable, prior to or after transfer to the senior institution.

Website that houses CFCC's college transfer curriculum worksheets: http://cfcc.edu/transfer/current-student/.

Website that houses the four-year baccalaureate plans at the 16 institutions in the University of North Carolina System: http://cfcc.edu/transfer/curriculum-pathways/.

The Associate in Science program requirements are outlined as follows:

1. Universal General Education Transfer Component (34 semester hour credits)—These courses are sometimes referred to as the UGETC courses and will transfer for equivalency credit at the 16 University of North Carolina institutions.
2. Additional General Education Courses (11 semester hour credits)— These may be additional general education courses that CFCC has selected for its students and/or additional general education courses that a senior institution has recommended or required for an intended major.
3. Other Requirements (15 semester hour credits)—A few electives are mandated by CFCC. Students should select the remaining electives based on their intended major and the senior institution of choice.

I. UNIVERSAL GENERAL EDUCATION TRANSFER COMPONENT ....34 SHC

English Composition ....6 SHC

ENG 111	Writing and Inquiry*[u]	3
ENG 112	Writing Research in the Disciplines*[u]	3

Humanities/Fine Arts ....6 SHC

Select one course from each group below.

Group I--Choose one course:

ART 111	Art Appreciation*[u]	3
ART 114	Art History Survey I*[u]	3
ART 115	Art History Survey II*[u]	3
MUS 110	Music Appreciation*[u]	3
MUS 112	Introduction to Jazz*[u]	3

Group II--Choose one course:

ENG 231	American Literature I*[u]	3
ENG 232	American Literature II*[u]	3
ENG 241	British Literature I*[u]	3
ENG 242	British Literature II*[u]	3
PHI 215	Philosophical Issues*[u]	3
PHI 240	Introduction to Ethics*[u]	3

Social/Behavioral Sciences ....6 SHC

Select one course from each group below.

Group I-Choose one course:

HIS 111	World Civilizations I*[u]	3
HIS 112	World Civilizations II*[u]	3
HIS 131	American History I*[u]	3
HIS 132	American History II*[u]	3

Group II-Choose one course:

ECO 251	Prin of Microeconomics*[u]	3
ECO 252	Prin of Macroeconomics*[u]	3
POL 120	American Government*[u]	3
PSY 150	General Psychology*[u]	3
SOC 210	Introduction to Sociology*[u]	3

Mathematics 8 SHC

Choose two courses:

MAT 171	Precalculus Algebra*[u]	4
MAT 172	Precalculus Trigonometry*[u]	4
MAT 263	Brief Calculus*[u]	4
MAT 271	Calculus*[u]	4
MAT 272	Calculus II*[u]	4

Natural Sciences 8 SHC

Choose one pair of courses from one group.

Group 1

BIO 111	General Biology I*[u]	4
BIO 112	General Biology II*[u]	4

Group II

CHM 151	General Chemistry I*[u]	4
CHM 152	General Chemistry II*[u]	4

Group III

PHY 151	College Physics I*[u]	4
PHY 152	College Physics II*[u]	4

II. ADDITIONAL GENERAL EDUCATION COURSES 11 SHC

Science and Quantitative Reasoning 8 SHC

Take 8 SHC from the following courses:

AST 111	Descriptive Astronomy*	3
AST 111A	Descriptive Astronomy Lab*	1
BIO 111	General Biology I*[u]	4
BIO 112	General Biology II*[u]	4
BIO 120	Introductory Botany*	4
BIO 130	Introductory Zoology*	4
BIO 140	Environmental Biology*	3
BIO 140A	Environmental Biology*	1
CHM 151	General Chemistry I*[u]	4
CHM 152	General Chemistry II*[u]	4
GEL 111	Introductory Geology*[u]	4
GEL 113	Historical Geology*	4
GEL 230	Environmental Geology*	4
MAT 171	Precalculus Algebra*[u]	4
MAT 172	Precalculus Trigonometry*[u]	4
MAT 263	Brief Calculus*[u]	4
MAT 271	Calculus I*[u]	4
MAT 272	Calculus II*[u]	4
MAT 273	Calculus III*…	4
PHY 151	College Physics I*[u]	4
PHY 152	College Physics II*[u]	4

Required Course 3 SHC

Choose one from the following:

COM 110	Introduction to Communication*	3
COM 120	Interpersonal Communication*	3
COM 140	Introduction to Intercultural Communication*	3
COM 231	Public Speaking*[u]	3

Other Required Electives 15 SHC

Reminder: ACA 122 is a required course, and students should take it during their first or second semester of enrollment at CFCC. The selection of the additional unused courses should be based on the student's intended major and respective senior institution. AST 111, BIO 140, CHM 131, PHY 110, all elementary foreign languages, and ASL 211 have mandatory labs.

Required course:

ACA 122 College Transfer Success* 1

Electives 14 SHC

ACC 120	Prin of Financial Accounting I*	4
ACC 121	Prin of Managerial Accounting*	4
ANT 210	General Anthropology*	3
ANT 220	Cultural Anthropology*	3
ANT 240	Archaeology*	3
ART 111	Art Appreciation*[u]	3
ART 113	Art Methods and Materials*	3
ART 114	Art History Survey I*[u]	3
ART 115	Art History Survey II*[u]	3
ART 116	Survey of American Art*	3
ART 117	Non-Western Art History*	3
Art 118	Art by Women*	3
ART 121	Design I*	3
ART 122	Design II*	3
ART 131	Drawing I*	3
ART 132	Drawing II*	3
ART 135	Figure Drawing*	3
ART 171	Computer Art I*	3
ART 212	Gallery Assistantship I*	1
ART 214	Portfolio and Resume*	1
ART 231	Printmaking I*	3
ART 232	Printmaking II*	3
ART 240	Painting I*	3
ART 241	Painting II*	3
ART 245	Metals I*	3
ART 246	Metals II*	3
ART 247	Jewelry I*	3
ART 248	Jewelry II*	3
ART 261	Photography I*	3
ART 262	Photography II*	3
ART 264	Digital Photography I*	3
ART 265	Digital Photography II*	3
ART 266	Videography I*	3
ART 267	Videography II*	3
ART 271	Computer Art II*	3
ART 276	Interactive Media Design*	3
ART 281	Sculpture I*	3
ART 282	Sculpture II*	3

ART 283	Ceramics I*	3
ART 284	Ceramics II*	3
ART 285	Ceramics III*	3
ART 286	Ceramics IV*	3
ASL 111	Elementary ASL I*	3
ASL 112	Elementary ASL II*	3
ASL 181	ASL Lab 1*	1
ASL 182	ASL Lab 2*	1
ASL 211	Intermediate ASL I*	3
ASL 212	Intermediate ASL II*	3
ASL 281	ASL Lab 3*	1
AST 111	Descriptive Astronomy*	3
AST 111A	Descriptive Astronomy Lab*	1
BIO 110	Principles of Biology*[u]	4
BIO 111	General Biology I*[u]	4
BIO 112	General Biology II*[u]	4
BIO 120	Introductory Botany*	4
BIO 130	Introductory Zoology*	4
BIO 140	Environmental Biology*	3
BIO 140A	Environmental Biology*	1
BIO 143	Field Biology Minicourse*	2
BIO 150	Genetics in Human Affairs*	3
BIO 163	Basic Anat & Physiology*	5
BIO 168	Anatomy and Physiology I*	4
BIO 169	Anatomy and Physiology II*	4
BIO 175	General Microbiology*	3
BIO 250	Genetics*	4
BUS 110	Introduction to Business*	3
BUS 115	Business Law I*	3
BUS 137	Principles of Management*	3
CHM 130	Gen, Org, & Biochemistry*	3
CHM 131	Introductory to Chemistry*	3
CHM 131A	Intro to Chemistry Lab*	1
CHM 151	General Chemistry I*u	4
CHM 152	General Chemistry II*	4
CHM 251	Organic Chemistry I*	4
CHM 252	Organic Chemistry II*	4
CIS 110	Introduction to Computers*	3
CIS 115	Intro to Programming and Logic*	3
CJC 111	Intro to Criminal Justice*	3
CJC 121	Law Enforcement Operations*	3
CJC 141	Corrections*	3
COM 110	Introduction to Communication*	3
COM 120	Intro to Interpersonal Communication*	3
COM 140	Intro to Intercultural Communication*	3
COM 150	Intro to Mass Communication*	3
COM 160	Small Group Communication*	3
COM 231	Public Speaking*[u]	3
COM 251	Debate I*	3
CSC 151	JAVA Programming*	3
CTS 115	Info Systems Business Concept*	3
DRA 111	Theatre Appreciation	3
DRA 112	Literature of the Theatre*	3
DRA 120	Voice for Performance*	3
DRA 122	Oral Interpretation*	3
DRA 126	Storytelling*	3
DRA 128	Children's Theatre*	3
DRA 130	Acting I*	3
DRA 131	Acting II*	3
DRA 135	Acting for the Camera I*	3
DRA 136	Acting for the Camera II*	3
DRA 140	Stagecraft I*	3
DRA 141	Stagecraft II*	3
DRA 142	Costuming*	3
DRA 145	Stage Make-up*	2
DRA 170	Play Production I*	3
DRA 171	Play Production II*	3
DRA 175	Teleplay Production I*	3
DRA 211	Theatre History I*	3
DRA 212	Theatre History II*	3
DRA 230	Acting III*	3
DRA 231	Acting IV*	3
DRA 240	Lighting for the Theatre*	3
DRA 260	Directing*	3
DRA 270	Play Production III*	3
DRA 271	Play Production IV*	3
ECO 151	Survey of Economics*	3
ECO 251	Prin of Microeconomics*[u]	3
ECO 252	Prin of Macroeconomics*[u]	3
EDU 216	Foundations in Education	4
ENG 114	Professional Research & Reporting*	3
ENG 125	Creative Writing I*	3
ENG 126	Creative Writing II*	3
ENG 131	Introduction to Literature*	3
ENG 231	American Literature*[u]	3
ENG 232	American Literature II*[u]	3
ENG 241	British Literature I*[u]	3
ENG 242	British Literature II*[u]	3
ENG 261	World Literature I*	3
ENG 262	World Literature II*	3
ENG 272	Southern Literature*	3
ENG 273	African-American Literature*	3
ENG 274	Literature by Women*	3
FRE 111	Elementary French I*	3
FRE 112	Elementary French II*	3
FRE 181	Elementary French Lab 1*	1
FRE 182	Elementary French Lab 2*	1
FRE 211	Intermediate French I*	3
FRE 212	Intermediate French II*	3
GEL 111	Introductory Geology*[u]	4
GEL 113	Historical Geology*	4
GEL 230	Environmental Geology*	4
GER 111	Elementary German I*	3
GER 112	Elementary German II*	3
GER 181	Elementary German Lab 1*	1
GER 182	Elementary German Lab 2*	1
GER 211	Intermediate German I*	3
GER 212	Intermediate German II*	3
HIS 111	World Civilizations I*[u]	3
HIS 112	World Civilizations II*[u]	3
HIS 121	Western Civilization I*	3
HIS 122	Western Civilization II*	3
HIS 131	American History I*[u]	3
HIS 132	American History II*[u]	3
HIS 221	African-American History*	3
HIS 227	Native American History*	3
HIS 228	History of the South*	3
HIS 229	History of the Old South*	3

HUM 110	Technology and Society*	3
HUM 115	Critical Thinking*	3
HUM 120	Cultural Studies*	3
HUM 121	The Nature of America*	3
HUM 122	Southern Culture*	3
HUM 130	Myth in Human Culture*	3
HUM 140	History of Architecture*	3
HUM 150	American Women Studies*	3
HUM 160	Introduction to Film*	3
HUM 161	Advanced Film Studies*	3
HUM 170	The Holocaust*	3
HUM 180	International Cultural Exploration*	3
HUM 220	Human Values and Meaning*	3
HUM 230	Leadership Development*	3
MAT 143	Quantitative Literacy*	3
MAT 152	Statistical Methods I*	4
MAT 171	Precalculus Algebra*[u]	4
MAT 172	Precalculus Trigonometry*[u]	4
MAT 263	Brief Calculus*[u]	4
MAT 271	Calculus I*[u]	4
MAT 272	Calculus II*[u]	4
MAT 273	Calculus III*	4
MUS 110	Music Appreciation*[u]	3
MUS 111	Fundamentals of Music*	3
MUS 112	Introduction to Jazz*[u]	3
MUS 113	American Music*	3
MUS 114	Non-Western Music*	3
MUS 121	Music Theory I*	4
MUS 122	Music Theory II*	4
MUS 123	Music Composition*	1
MUS 131	Chorus I*	1
MUS 132	Chorus* II*	1
MUS 133	Band I*	1
MUS 134	Band II*	1
MUS 135	Jazz Ensemble I*	1
MUS 136	Jazz Ensemble II*	1
MUS 137	Orchestra I*	1
MUS 138	Orchestra II*	1
MUS 141	Ensemble I*	1
MUS 142	Ensemble II	1
MUS 151	Class Music I*	1
MUS 152	Class Music II*	1
MUS 161	Applied Music I*	2
MUS 162	Applied Music II*	2
MUS 170	Business of Music*	3
MUS 210	History of Rock Music*	3
MUS 211	History of Country Music*	3
MUS 212	American Musical Theatre*	3
MUS 214	Electronic Music I*	2
MUS 215	Electronic Music II*	2
MUS 221	Music Theory III*	4
MUS 222	Music Theory IV*	4
MUS 231	Chorus III*	1
MUS 232	Chorus IV*	1
MUS 235	Jazz Ensemble III*	1
MUS 236	Jazz Ensemble IV*	1
MUS 237	Orchestra III*	1
MUS 238	Orchestra IV*	1
MUS 241	Ensemble III*	1
MUS 242	Ensemble IV*	1
MUS 251	Class Music III*	1
MUS 252	Class Music IV*	1
MUS 253	Big Band*	1
MUS 260	Introduction to Music Education*	2
MUS 261	Applied Music III*	2
MUS 262	Applied Music IV*	2
PED 110	Fit and Well for Life*	2
PED 113	Aerobics I*	1
PED 117	Weight Training I*	1
PED 120	Walking for Fitness*	1
PED 122	Yoga I*	1
PED 123	Yoga II*	1
PED 125	Self-Defense-Beginning*	1
PED 128	Golf-Beginning*	1
PED 129	Golf-Intermediate*	1
PED 130	Tennis-Beginning*	1
PED 131	Tennis-Intermediate*	1
PED 143	Volleyball-Beginning*	1
PED 145	Basketball-Beginning*	1
PED 149	Flag Football*	1
PED 170	Backpacking*	1
PED 210	Team Sports*	1
PED 211	New Games*	1
PED 216	Indoor Cycling*	1
PED 219	Disc Golf*	1
PHI 210	History of Philosophy*	3
PHI 215	Philosophical Issues*[u]	3
PHI 220	Western Philosophy I*	3
PHI 230	Introduction to Logic*	3
PHI 240	Introduction to Ethics*[u]	3
PHY 110	Conceptual Physics*[u]	3
PHY 110A	Conceptual Physics Lab*[u]	1
PHY 151	College Physics I*	4
PHY 152	College Physics II*	4
POL 110	Intro to Political Science*[u]	3
POL 120	American Government*	3
POL 130	State & Local Government*	3
POL 210	Comparative Government*	3
POL 220	International Relations*	3
POL 250	Intro to Political Theory*	3
PSY 150	General Psychology*[u]	3
PSY 211	Psychology of Adjustment*	3
PSY 241	Developmental Psychology*	3
PSY 259	Human Sexuality*	3
PSY 263	Educational Psychology*	3
PSY 281	Abnormal Psychology*	3
REL 110	World Religions*	3
REL 111	Eastern Religions*	3
REL 112	Western Religions*	3
REL 211	Intro to Old Testament*	3
REK 212	Intro to New Testament*	3
REL 221	Religion in America*	3
SOC 210	Introduction to Sociology*[u]	3
SOC 213	Sociology of the Family*	3
SOC 220	Social Problems*	3
SOC 230	Race and Ethnic Relations*	3
SOC 240	Social Psychology*	3
SOC 242	Sociology of Deviance*	3

SPA 111	Elementary Spanish I*	3
SPA 112	Elementary Spanish II*	3
SPA 141	Culture and Civilization*	3
SPA 161	Cultural Immersion*	3
SPA 181	Elementary Spanish Lab 1*	1
SPA 182	Elementary Spanish Lab 2*	1
SPA 211	Intermediate Spanish I*	3
SPA 212	Intermediate Spanish II*	3
SPA 221	Spanish Conversation*	3
SPA 231	Reading and Composition*	3

Total Requirement in Semester Hours 60-61

ASSOCIATE IN FINE ARTS

Visual Arts

A.F.A. VISUAL ARTS DEGREE (A10600)

It is the responsibility of the student to know and to comply with the prerequisites and the corequisites listed in this catalog. If students have previous college credits from other institutions, students are advised to check first with a counselor at the receiving institution (the institution in which they plan to attend upon leaving CFCC). A counselor at the receiving institution should advise students of the courses to take at CFCC if the students have credits from other institutions. Otherwise, students will be encouraged to 1) complete their associate degree, which consists of 60-61 semester hours, or, the general education core, which consists of 25 semester hours; 2) contact their CFCC advisor, register early, and pay their tuition on time; and 3) earn a grade of "C" or higher on the first attempt. Since this program has only 25 credit hours in the general education core, students may be required to fulfill their basic studies requirements after they transfer. While some UNC institutions accept students with a 2.0 grade-point average, other UNC institutions require at least a 2.5 grade-point average. Students must always comply with the admission requirements of the receiving institution. Reminder: CFCC accepts a grade of "C-," but some UNC institutions will not accept this grade.

Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic computer use. Degree-seekers must demonstrate their computer competency before graduation. They may take a computer competency in the CFCC Learning Lab on either campus. The following courses are not listed in this program, but if students have successfully completed any of the following, they would have met their computer competency: CIS 110 or CIS 115 or CSC 151 or CTS 115.

Important Websites
The following website provides more CFCC college transfer and advising information: http://cfcc.edu/transfer/.

The following website lists the academic programs offered at the sixteen (16) UNC institutions: http://www.northcarolina.edu/apps/programs/index.php.

Students who need assistance in deciding their major may visit CFCC's Career and Testing Services or visit the website about academic majors from their institution of choice. Example: https://www1.cfnc.org/Plan/For_A_Career/_default.aspx.

While the courses in this pre-major are not taught every semester, every effort is made to see that each course is taught at least once per year. When planning a class schedule, students should consider the frequency of the course offerings.

Since requirements vary, each student should first contact the senior institution of choice to determine the specific requirements of that institution and to determine whether it is better to complete this pre-major or the Associate in Arts program or the minimum transfer hours of the receiving institution. Some senior institutions offer a Bachelor in Fine Arts degree while others offer a Bachelor in Arts degree. Depending on the institution of choice, some students will not have satisfied the general education core or the basic studies requirements even if the students complete this degree. Students are encouraged to contact the senior institution to confirm degree offerings.

Semester Hours Credit

I. UNIVERSAL GENERAL EDUCATION TRANSFER COMPONENT ....25 SHC

English Composition ....6 SHC

ENG 111	Writing and Inquiry*[u]	3
ENG 112	Writing Research in the Disciplines*[u]	3

Communications ....3 SHC

COM-231	Public Speaking*[u]	3

Humanities/Fine Arts ....3 SHC

Select one course from the following:

ART 111	Art Appreciation*[u]	3
ENG 231	American Literature I*[u]	3
ENG 232	American Literature II*[u]	3
ENG 241	British Literature I*[u]	3
ENG 242	British Literature II*[u]	3
MUS 110	Music Appreciation*[u]	3
MUS 112	Introduction to Jazz*[u]	3
PHI 215	Philosophical Issues*[u]	3
PHI 240	Introduction to Ethics*[u]	3

Social/Behavioral Sciences ....6 SHC

Select one course from each group below:

Group I

HIS 111	World Civilizations I*[u]	3
HIS 112	World Civilizations II*[u]	3
HIS 131	American History I*[u]	3
HIS 132	American History II*[u]	3

Group II

ECO 251	Prin of Microeconomics*[u]	3
ECO 252	Prin of Macroeconomics*[u]	3
POL 120	American Government*[u]	3
PSY 150	General Psychology*[u]	3
SOC 210	Introduction to Sociology*[u]	3

Mathematics .... 3/4 SHC

Select one course from the following:

MAT 143	Quantitative Literacy*[u]	3
MAT 152	Statistical Methods I*[u]	4
MAT 171	Precalculus Algebra*[u]	4
MAT 271	Calculus I*[u]	4
MAT 272	Calculus II*[u]	4

Natural Sciences..4 SHC

Choose one natural science option from the list below. (Reminder: AST 111 and PHY 110 have mandatory labs.)

1. AST 111	Descriptive Astronomy*[u]	3
AST 111A	Descriptive Astronomy Lab*[u]	1
2. BIO 110	Principles of Biology*[u]	4
3. BIO 111	General Biology I*[u]	4
4. CHM 151	General Chemistry I*[u]	4
5. GEL 111	Geology*[u]	4
6. PHY 110	Conceptual Physics*[u]	3
PHY 110A	Conceptual Physics Lab*[u]	1

II. OTHER REQUIRED HOURS ....35 SHC

College Success Course..1 SHC

ACA 122	College Transfer Success*	1

Additional UGETC ART Courses ....6 SHC

ART 114	Art History Survey I*[u]	3
ART 115	Art History Survey II*[u]	3

Other Required ART Courses..................................9 SHC

ART 121	Two-Dimensional Design*	3
ART 122	Three-Dimensional Design*	3
ART 131	Drawing I*	3

Additional Hours...19 SHC

An additional 19 SHC of courses should be selected from the courses listed below. Students should select these courses based on their intended major and transfer university.

ART 113	Art Methods and Materials*	3
ART 116	Survey of American Art*	3
ART 117	Non-Western Art History*	3
ART 118	Art by Women*	3
ART 132	Drawing II*	3
ART 135	Figure Drawing I*	3
ART 171	Computer Art I*	3
ART 212	Gallery Assistantship I*	1
ART 214	Portfolio and Resume*	1
ART 231	Printmaking I*	3
ART 232	Printmaking II*	3
ART 235	Figure Drawing II*	3
ART 240	Painting I*	3
ART 241	Painting II*	3
ART 245	Metals I*	3
ART 246	Metals II*	3
ART 247	Jewelry I*	3
ART 248	Jewelry II*	3
ART 261	Photography I*	3
ART 262	Photography II*	3
ART 264	Digital Photography I*	3
ART 265	Digital Photography II*	3
ART 266	Videography I*	3
ART 267	Videography II*	3
ART 271	Computer Art II*	3
ART 276	Interactive Media Design*	3
ART 281	Sculpture I*	3
ART 282	Sculpture II*	3
ART 283	Ceramics I*	3
ART 284	Ceramics II*	3
ART 285	Ceramics III*	3
ART 286	Ceramics IV*	3
MAT 172	Precalculus Trigonometry*	4

Total Requirement in Semester Hours.......................60/61

ASSOCIATE IN FINE ARTS

Music

A.F.A. MUSIC DEGREE (A10700)

It is the responsibility of the student to know and to comply with the prerequisites and the corequisites listed in this catalog. If students have previous college credits from other institutions, students are advised to check first with a counselor at the receiving institution (the institution in which they plan to attend upon leaving CFCC). A counselor at the receiving institution should advise students of the courses to take at CFCC if the students have credits from other institutions. Otherwise, students will be encouraged to 1) complete their associate degree, which consists of 64-65 semester hours, or, the general education core, which consists of 28 semester hours; 2) contact their CFCC advisor, register early, and pay their tuition on time; and 3) earn a grade of "C"or higher on the first attempt. Since this program has only 28 credit hours in the general education core, students may be required to fulfill their basic studies requirement after they transfer. While some UNC institutions accept students with a 2.0 grade-point average, other UNC institutions require at least a 2.5 grade-point average. (Reminder: While CFCC will accept a grade of "C-," some senior institutions will not accept this grade.) Students must always comply with the admission requirements of the receiving institution.

Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic computer use. Degree-seekers must demonstrate their computer competency before graduation. They may take a computer competency in the CFCC Learning Lab on either campus. The following courses are not listed in this program, but if students have successfully completed any of the following, they would have met their computer competency: CIS 110 or CIS 115 or CSC 151 or CTS 115.

Important Websites
The following website provides more CFCC college transfer and advising information: http://cfcc.edu/transfer/.
The following website lists the academic programs offered at the sixteen (16) UNC institutions: http://www.northcarolina.edu/apps/programs/index.php.

Students who need assistance in deciding their major may visit CFCC's Career and Testing Services or visit the website about academic majors from their institution of choice. Example: https://www1.cfnc.org/Plan/For_A_Career/_default.aspx.

The general education core consists of 28 semester hour credits.

While the courses in this program are not taught every semester, every effort is made to see that each course is taught at least once per year. When planning a class schedule, students should consider the frequency of the course offerings.

Semester Hours Credit

I. UNIVERSAL GENERAL EDUCATION TRANSFER COMPONENT ......25 SHC

English Composition ......6 SHC

ENG 111	Writing and Inquiry*[u]	3
ENG 112	Writing/Research in the Disc*[u]	3

Communications ......3 SHC

COM-231	Public Speaking*[u]	3 SHC

Humanities/Fine Arts ......3 SHC

Select one course from the following:

ART 111	Art Appreciation*[u]	3
ENG 231	American Literature I*[u]	3
ENG 232	American Literature II*[u]	3
ENG 241	British Literature I*[u]	3
ENG 242	British Literature II*[u]	3
MUS 110	Music Appreciation*[u]	3
MUS 112	Introduction to Jazz*[u]	3
PHI 215	Philosophical Issues*[u]	3
PHI 240	Introduction to Ethics*[u]	3

Social/Behavioral Sciences ......9 SHC

Select one course from each group below:

Group I

HIS 111	World Civilizations I*[u]	3
HIS 112	World Civilizations II*[u]	3
HIS 131	American History I*[u]	3
HIS 132	American History II*[u]	3

Group II

ECO 251	Prin of Microeconomics*[u]	3
ECO 252	Prin of Macroeconomics*[u]	3
POL 120	American Government*[u]	3

Group III

PSY 150	General Psychology*[u]	3
SOC 210	Introduction to Sociology*[u]	3

Mathematics ...... 3/4 SHC

Select one course from the following:

MAT 143	Quantitative Literacy*[u]	3
MAT 152	Statistical Methods I*[u]	4
MAT 171	Precalculus Algebra*[u]	4
MAT 172	Precalculus Algebra II*[u]	4
MAT 271	Calculus I*[u]	4
MAT 272	Calculus II*[u]	4

Natural Sciences. .....4 SHC

Choose one natural science option from the list below. (Reminder: AST 111 and PHY 110 have mandatory labs.):

1.	AST 111	Descriptive Astronomy*[u]	3
	AST 111A	Descriptive Astronomy Lab*[u]	1
2.	BIO 110	Principles of Biology*[u]	4
3.	BIO 111	General Biology I*[u]	4
4.	CHM 151	General Chemistry I*[u]	4
5.	GEL 111	Geology*[u]	4
6.	PHY 110	Conceptual Physics*[u]	3
	PHY 110A	Conceptual Physics Lab*[u]	1

II. OTHER REQUIRED HOURS .....(36 SHC)

Music Theory .....16 SHC

MUS 121 Music Theory I*	4
MUS 122 Music Theory II*	4
MUS 221 Music Theory III*	4
MUS 222 Music Theory IV*	4

Applied Music .....8 SHC

MUS 161 Applied Music I*	2
MUS 162 Applied Music II*	2
MUS 261 Applied Music III*	2
MUS 262 Applied Music IV*	2

Ensemble .....4 SHC

Take 4 SHC from the following courses:

MUS 131 Chorus*	1
MUS 132 Chorus II*	1
MUS 133 Band I*	1
MUS 134 Band I*	1
MUS 135 Jazz Ensemble I*	1
MUS 136 Jazz Ensemble II*	1
MUS 137 Orchestra I*	1
MUS 138 Orchestra II*	1
MUS 141 Ensemble I*	1
MUS 142 Ensemble II*	1
MUS 231 Chorus III*	1
MUS 232 Chorus IV*	1
MUS 233 Band III*	1
MUS 234 Band IV*	1
MUS 235 Jazz Ensemble III*	1
MUS 236 Jazz Ensemble IV*	1
MUS 237 Orchestra III*	1
MUS 238 Orchestra IV*	1
MUS 241 Ensemble III*	1
MUS 242 Ensemble IV*	1
MUS 253 Big Band*	1

Class Music .....2 SHC

MUS 151 Class Music I*	1
MUS 152 Class Music II*	1

Music Electives .....6 SHC

Choose 6 SHC from any the courses below and/or any unused MUS prefix courses listed above:

MUS 110 Music Appreciation*[u]	3
MUS 111 Fundamentals of Music*	3
MUS 112 Introduction to Jazz*[u]	3
MUS 113 American Music*	3
MUS 114 Non-Western Music*	3
MUS 123 Music Composition*	1
MUS 170 Business of Music*	3
MUS 210 History of Rock Music*	3
MUS 211 History of Country Music*	3
MUS 212 American Musical Theatre*	3
MUS 260 Introduction to Music Education*	2

Total Requirement in Semester Hours 64/65

ASSOCIATE IN FINE ARTS

Theatre

A.F.A. THEATRE DEGREE (A10800)

It is the responsibility of the student to know and to comply with the prerequisites and the corequisites listed in this catalog. If students have previous college credits from other institutions, students are advised to check first with a counselor at the receiving institution (the institution in which they plan to attend upon leaving CFCC). A counselor at the receiving institution should advise students of the courses to take at CFCC if the students have credits from other institutions. Otherwise, students will be encouraged to 1) complete their associate degree, which consists of 60-61 semester hours, or, the general education core, which consists of 31 semester hours; 2) contact their CFCC advisor, register early, and pay their tuition on time; and 3) earn a grade of "C" or higher on the first attempt. Since this program has only 31 credit hours in the general education core, students may be required to fulfill their basic studies requirement after they transfer. While some UNC institutions accept students with a 2.0 grade-point average, other UNC institutions require at least a 2.5 grade-point average. Students must always comply with the admission requirements of the receiving institution. Reminder: CFCC accepts a grade of "C-," but some UNC institutions will not accept this grade.

Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic computer use. Degree-seekers must demonstrate their computer competency before graduation. They may take a computer competency in the CFCC Learning Lab on either campus. The following courses are not listed in this program, but if students have successfully completed any of the following, they would have met their computer competency: CIS 110 or CIS 115 or CSC 151 or CTS 115.

Important Websites
The following website provides more CFCC college transfer and advising information: http://cfcc.edu/transfer/.
The following website lists the academic programs offered at the sixteen (16) UNC institutions: http://www.northcarolina.edu/apps/programs/index.php.

Students who need assistance in deciding their major may visit CFCC's Career and Testing Services or visit the website about academic majors from their institution of choice. Example: https://www1.cfnc.org/Plan/For_A_Career/_default.aspx.

The Theatre program is designed for students who plan to receive a Bachelor of Fine Arts Degree in Theatre. The general education core consists of 31 semester hour credits.

While the courses in this program are not taught every semester, every effort is made to see that each course is taught at least once per year. When planning a class schedule, students should consider the frequency of the course offerings.

Semester Hours Credit

GENERAL EDUCATION CORE ....(28 SHC)

I. UNIVERSAL GENERAL EDUCATION TRANSFER COMPONENT ....31 SHC

English Composition ....6 SHC

ENG 111	Writing and Inquiry*^{u}	3
ENG 112	Writing/Research in the Disc*^{u}	3

Communications ....3 SHC

COM 231	Public Speaking*^{u}	3

Humanities/Fine Arts ....6 SHC

Select two courses from the following:

ART 111	Art Appreciation*^{u}	3
ENG 231	American Literature I*^{u}	3
ENG 232	American Literature II*^{u}	3
ENG 241	British Literature I*^{u}	3
ENG 242	British Literature II*^{u}	3
MUS 110	Music Appreciation*^{u}	3
MUS 112	Introduction to Jazz*^{u}	3
PHI 215	Philosophical Issues*^{u}	3
PHI 240	Introduction to Ethics*^{u}	3

Social/Behavioral Sciences ....9 SHC

Select one course from each group below:

Group I

HIS 111	World Civilizations I*^{u}	3
HIS 112	World Civilizations II*^{u}	3
HIS 131	American History I*^{u}	3
HIS 132	American History II*^{u}	3

Group II

ECO 251	Prin of Microeconomics*^{u}	3
ECO 252	Prin of Macroeconomics*^{u}	3
POL 120	American Government*^{u}	3
PSY 150	General Psychology*^{u}	3
SOC 210	Introduction to Sociology*^{u}	3

Group III-Choose one unused course:

ECO 251	Prin of Microeconomics*^{u}	3
ECO 252	Prin of Macroeconomics*^{u}	3
HIS 111	World Civilizations I*^{u}	3
HIS 112	World Civilizations II*^{u}	3
HIS 131	American History I*^{u}	3
HIS 132	American History II*^{u}	3
POL 120	American Government*^{u}	3
PSY 150	General Psychology*^{u}	3
SOC 210	Introduction to Sociology*^{u}	3

Mathematics .... 3/4 SHC

Select one course from the following:

MAT 143	Quantitative Literacy*^{u}	3
MAT 152	Statistical Methods I*^{u}	4
MAT 171	Precalculus Algebra*^{u}	4
MAT 271	Calculus I*^{u}	4
MAT 272	Calculus II*^{u}	4

Natural Sciences. ....4 SHC

Choose one natural science option from the list below. (Reminder: AST 111 and PHY 110 have mandatory labs.):

1.	AST 111	Descriptive Astronomy*^{u}	3
	AST 111A	Descriptive Astronomy Lab*^{u}	1
2.	BIO 110	Principles of Biology*^{u}	4
3.	BIO 111	General Biology I*^{u}	4
4.	CHM 151	General Chemistry I*^{u}	4
5.	GEL 111	Geology*^{u}	4
6.	PHY 110	Conceptual Physics*^{u}	3
	PHY 110A	Conceptual Physics Lab*^{u}	1

II. OTHER REQUIRED HOURS ....(29 SHC)

College Success Course ....1 SHC

ACA 122	College Transfer Success*	1

Additional Theatre Courses ....6 SHC

DRA 211	Theatre History I*	3
DRA 212	Theatre History II*	3

Acting/Technical Tracks ....9 SHC
Select one of the following tracks:

I. Acting Track

DRA 130	Acting I*	3
DRA 135	Acting for the Camera I*	3
DRA 170	Play Production I*	3

II. Technical Track

DRA 140	Stagecraft I*	3
DRA 141	Stagecraft II*	3
DRA 170	Play Production I*	3

Additional Hours..13 SHC
An additional 13 SHC should be selected from the courses listed below. Students should select courses based on their intended major and transfer university.

DRA 111	Theatre Appreciation*	3
DRA 120	Voice for Performance*	3
DRA 122	Oral Interpretation*	3
DRA 126	Storytelling*	3
DRA 128	Children's Theatre*	3
DRA 130	Acting I*	3
DRA 131	Acting II*	3
DRA 135	Acting for the Camera*	3
DRA 136	Acting for the Camera II*	3
DRA 140	Stagecraft I*	3
DRA 141	Stagecraft II*	3
DRA 145	Stage Make-up*	3
DRA 170	Play Production I*	3
DRA 171	Play Production II*	3
DRA 175	Teleplay Production I*	3
DRA 240	Lighting for the Theatre*	3
DRA 260	Directing*	3
DRA 270	Play Production III*	3
DRA 271	Play Production IV*	3
MAT 172	Precalculus Trigonometry*	4
MUS 121	Music Theory I*	4
MUS 122	Music Theory II*	4
MUS 131	Chorus I*	1
MUS 132	Chorus II*	1
MUS 151	Class Music I*	1
MUS 152	Class Music II*	1
MUS 212	American Musical Theatre*	3
MUS 231	Chorus III*	1
MUS 232	Chorus IV*	1

Total Requirement in Semester Hours......................60/61

ASSOCIATE IN GENERAL EDUCATION

A.G.E. DEGREE (A10300)

The Associate in General Education (AGE) curriculum is designed for individuals who wish to broaden their education, with emphasis on personal interest, growth, and development. The two-year General Education program provides students opportunities to study English, literature, fine arts, philosophy, social science, and science and mathematics at the college level. All courses in the program are college-level courses which may be selected based upon a student's personal interests rather than specific technical or professional requirements. Many of the courses are equivalent to college transfer courses; however, the program is not principally designed for college transfer.

		Semester Hour Credits
I. General Education Courses		
ENG 111	Writing and Inquiry	3
ENG 114	Professional Research and Reporting	3
	Humanities/Fine Arts Elective	3
	Social/Behavioral Sciences Elective	3
	Natural Sciences/Mathematics Elective	3
II. Major Courses		
CIS 110	Introduction to Computers	3
	or	
CIS 111	Basic PC Literacy	2
Free Electives		47

Free electives may be any college transfer or vocational technical course numbered 110 or higher as selected by the student and approved by the student's advisor. Courses numbered below 110 in any discipline may not be used for this degree.

Note: Financial assistance is not available for all free-elective courses. Please check with the Financial Aid Office for more information.

Total Credits 64/65

ASSOCIATE IN APPLIED SCIENCE, DIPLOMA, AND CERTIFICATE PROGRAMS

Accounting

A.A.S. DEGREE (A25100)
DIPLOMA (D25100)
CERTIFICATE (C25100)

Accounting

Associate in Applied Science Program - A25100

The Accounting curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth in the accounting profession. Using the language of business, accountants assemble and analyze, process, and communicate essential information about financial operations.

In addition to course work in accounting principles, theories, and practice, students will study business law, finance, management, and economics. Related skills are developed through the study of communications, computer applications, financial analysis, critical thinking skills, and ethics.

Graduates should qualify for entry-level accounting positions in many types of organizations including accounting firms, small businesses, manufacturing firms, banks, hospitals, school systems, and governmental agencies. With work experience and additional education, an individual may advance in the accounting profession.

		Semester Hour Credits
I. General Education Requirements		
ENG 111	Writing and Inquiry*[u]	3
ENG 114	Prof Research & Reporting*	3
Humanities/Fine Arts Electives		
(Take 3 credits)		
ART 111	Art Appreciation*[u]	3
ART 114	Art History Survey I*[u]	3
ART 115	Art History Survey II*[u]	3
ART 116	Survey of American Art*	3
ART 117	Non-Western Art History*	3
ART 131	Drawing I*	3
ART 171	Computer Art I*	3
ART 261	Photography I*	3
ART 283	Ceramics I*	3
DRA 111	Theatre Appreciation*	3
DRA 112	Literature of the Theatre*	3
DRA 122	Oral Interpretation*	3

DRA 211	Theatre History I*	3
DRA 212	Theatre History II*	3
HUM 110	Technology and Society*	3
HUM 115	Critical Thinking*	3
HUM 160	Introduction to Film*	3
MUS 110	Music Appreciation*[u]	3
MUS 112	Introduction to Jazz*[u]	3
MUS 113	American Music*[u]	3
MUS 114	Non-Western Music*	3
MUS 213	Opera and Musical Theatre*	3
PHI 215	Philosophical Issues*[u]	3
PHI 230	Introduction to Logic*	3
PHI 240	Introduction to Ethics*[u]	3
REL 110	World Religions*	3
REL 111	Eastern Religions*	3
REL 112	Western Religions*	3
REL 211	Intro to Old Testament*	3
REL 212	Intro to New Testament*	3
REL 221	Religion in America*	3

Social/Behavioral Science Electives

(Take 3 credits)

HIS 121	Western Civilization I*	3
HIS 122	Western Civilization II*	3
HIS 131	American History I*[u]	3
HIS 132	American History II*[u]	3
POL 120	American Government*[u]	3
POL 130	State & Local Government*	3
PSY 118	Interpersonal Psychology	3
PSY 150	General Psychology*[u]	3
SOC 210	Introduction to Sociology*[u]	3
SOC 213	Sociology of the Family*	3

Math/Natural Science Electives

(Take 3-4 credits)

BIO 111	General Biology I*[u]	4
GEL 111	Geology*[u]	4
GEL 230	Environmental Geology*	4
MAT 143	Quantitative Literacy*[u]	3
CHM 131 /	Introduction to Chemistry*	3
CHM 131A	Introduction to Chemistry Lab*	1
PHY 110 /	Conceptual Physics*[u]	3
PHY 110A	Conceptual Physics Lab*[u]	1

II. Major Requirements

ACC 120	Prin of Financial Accounting*	4
ACC 121	Prin of Managerial Accounting*	4
ACC 129	Individual Income Taxes	3
ACC 220	Intermediate Accounting I	4
BUS 115	Business Law I*	3
CIS 110	Introduction to Computers*	3
ECO 151	Survey of Economics*	3

III. Other Major Requirements

ACC 122	Principles of Financial Accounting II	3
ACC 130	Business Income Tax	3
ACC 140	Payroll Accounting	2
ACC 150	Accounting Software Applications	2
ACC 221	Intermediate Accounting II	4
ACC 225	Cost Accounting	3
BUS 110	Introduction to Business*	3
BUS 121	Business Math	3
BUS 225	Business Finance	3
CTS 130	Spreadsheet Concepts*	3

IV. Accounting Electives

(Take 3 credits)

BUS 125	Personal Finance	3
BUS 135	Principles of Supervision	3
BUS 137	Principles of Management*	3
BUS 230	Small Business Management	3
CTS 115	Info Sys Business Concepts*	3
CTS 240	Project Management	3
DBA 110	Database Concepts	3
MKT 120	Principles of Marketing	3
MKT 223	Customer Service	3
OST 136	Word Processing	3
WBL 111A	Work-Based Learning I	1
WBL 121A	Work-Based Learning II	1
WBL 131A	Work-Based Learning III	1

Total Credits 71/72

FALL SEMESTER I	FALL SEMESTER II
ACC 120	ACC 129
BUS 110	ACC 150
BUS 121	ACC 220
CIS 110	BUS 225
ENG 111	ECO 151

SPRING SEMESTER I	SPRING SEMESTER II
ACC 121	ACC 130
BUS 115	ACC 140
ENG 114	ACC 221
Math/Natural Science Elect	ACC 225
Humanities/Fine Arts Elect	Accounting Elective

SUMMER SEMESTER I

ACC 122
CTS 130
Social/Behav Science Elect

Accounting

Diploma Program - D25100

The courses in this diploma program will transfer into the Associate in Applied Science Degree program.

Semester Hour Credits

I. General Education Requirements

Required

ENG 111	Writing and Inquiry*u	3

Humanities/Fine Arts Electives

(Take 3 credits)

ART 111	Art Appreciation*u	3
ART 114	Art History Survey I*u	3
ART 115	Art History Survey II*u	3
ART 116	Survey of American Art*	3
ART 117	Non-Western Art History*	3
ART 131	Drawing I*	3
ART 171	Computer Art I*	3
ART 261	Photography I*	3
ART 283	Ceramics I*	3
DRA 111	Theatre Appreciation*	3
DRA 112	Literature of the Theatre*	3
DRA 122	Oral Interpretation*	3
DRA 211	Theatre History I*	3
DRA 212	Theatre History II*	3
HUM 110	Technology and Society*	3
HUM 115	Critical Thinking*	3
HUM 160	Introduction to Film*	3
MUS 110	Music Appreciation*u	3
MUS 112	Introduction to Jazz*u	3
MUS 113	American Music*u	3
MUS 114	Non-Western Music*	3
MUS 213	Opera and Musical Theatre*	3
PHI 215	Philosophical Issues*u	3
PHI 230	Introduction to Logic*	3
PHI 240	Introduction to Ethics*u	3
REL 110	World Religions*	3
REL 111	Eastern Religions*	3
REL 112	Western Religions*	3
REL 211	Intro to Old Testament*	3
REL 212	Intro to New Testament*	3
REL 221	Religion in America*	3

II. Major Requirements

ACC 120	Prin of Financial Accounting*	4
ACC 121	Prin of Managerial Accounting*	4
ACC 129	Individual Income Taxes	3
BUS 115	Business Law I*	3
CIS 110	Introduction to Computers*	3

III. Other Major Requirements

ACC 122	Principles of Financial Accounting II	3
ACC 140	Payroll Accounting	2
ACC 150	Accounting Software Applications	2
BUS 121	Business Math	3
CTS 130	Spreadsheet Concepts*	3

IV. Accounting Electives

(Take 3 credits)

BUS 125	Personal Finance	3
DBA 110	Database Concepts	3
MKT 120	Principles of Marketing	3
MKT 223	Customer Service	3
OST 136	Word Processing	3
WBL 111A	Work-Based Learning I	1
WBL 121A	Work-Based Learning II	1
WBL 131A	Work-Based Learning III	1

Total Credits 39

FALL SEMESTER I

ACC 120
BUS 115
BUS 121
CIS 110
ENG 111

FALL SEMESTER II

ACC 129
CTS 130
Accounting Elective
Humanities/Fine Arts Elect

SPRING SEMESTER I

ACC 121
ACC 122
ACC 140
ACC 150

Accounting Applications

Certificate Program - C25100

This program is designed to prepare students to perform fundamental accounting applications. Students that enter this program will have specific training in basic financial accounting, payroll, and accounting technology, including instruction in computer technology and software specific to the accounting field. The courses in this certificate program will transfer into the Associate of Applied Science Degree and the Diploma in Accounting.

Semester Hour Credits

I. Major Requirements

ACC 120	Prin of Financial Accounting*	4
CIS 110	Introduction to Computers*	3

II. Other Major Requirements

ACC 122	Principles of Financial Accounting II	3
ACC 140	Payroll Accounting	2
ACC 150	Accounting Software Applications	2
CTS 130	Spreadsheet Concepts*	3

Total Credits 17

FALL SEMESTER I

ACC 120
CIS 110

SPRING SEMESTER I

ACC 122
ACC 140
ACC 150
CTS 130

Air Conditioning, Heating, and Refrigeration Technology

DIPLOMA (D35100)
CERTIFICATE (C35100)

Air Conditioning, Heating, and Refrigeration Technology

Diploma Program - D35100

The Air Conditioning, Heating, and Refrigeration Technology curriculum provides the basic knowledge to develop skills necessary to work with residential and light commercial systems.

Topics include mechanical refrigeration, heating and cooling theory, electricity, controls, and safety. The diploma program covers air conditioning, furnaces, heat pumps, tools, and instruments.

Diploma graduates should be able to assist in the start-up, preventive maintenance, service, repair, and/or installation of residential and light commercial systems.

Semester Hour Credits

I. General Education Requirements

ENG 101	Applied Communications I	3
MAT 110	Math Measurement & Literacy	3

II. Major Requirements

Core

AHR 110	Introduction to Refrigeration	5
AHR 112	Heating Technology	4
AHR 113	Comfort Cooling	4
AHR 114	Heat Pump Technology	4

Electricity

AHR 111	HVACR Electricity	3

System Design

AHR 211	Residential System Design	3

III. Other Major Requirements

AHR 115	Refrigeration Systems	2
AHR 130	HVAC Controls	3
AHR 133	HVAC Servicing	4
AHR 140	All-Weather Systems I	2
AHR 210	Residential Building Code	2
CIS 111	Basic PC Literacy	2

Total Credits 44

FALL SEMESTER I
AHR 110
AHR 111
AHR 112
AHR 210
MAT 110

SUMMER SEMESTER I
AHR 115
AHR 130
AHR 140
CIS 111

SPRING SEMESTER I
AHR 113
AHR 114
AHR 133
AHR 211
ENG 101

Air Conditioning, Heating, and Refrigeration Technology

Certificate Program - C35100
(EVENINGS)

Semester Hour Credits

I. Major Requirements

Core

AHR 110	Introduction to Refrigeration	5
AHR 114	Heat Pump Technology	4

Electricity

AHR 111	HVACR Electricity	3

Total Credits 12

FALL SEMESTER I
AHR 110
AHR 111

SPRING SEMESTER I
AHR 114

Architectural Technology

A.A.S. DEGREE (A40100)

Associate in Applied Science Program - A40100

The Architectural Technology curriculum prepares individuals with knowledge and skills that can lead to employment in the field of architecture or one of the associated professions.

Students receive instruction in construction document preparation, materials and methods, environmental and structural systems, building codes and specifications, and computer applications as well as completing a design project. Optional courses may be provided to suit specific career needs.

Upon completion, graduates have career opportunities within the architectural, engineering, and construction professions as well as positions in industry and government. A strong emphasis on sustainable design and construction techniques is included.

Semester Hour Credits

I. General Education Requirements

Humanities/Fine Arts Electives

(Take 3 credits)

ART 111	Art Appreciation*[u]	3
ART 114	Art History Survey I*[u]	3
ART 115	Art History Survey II*[u]	3
ART 116	Survey of American Art*	3
ART 117	Non-Western Art History*	3
ART 131	Drawing I*	3
ART 171	Computer Art I*	3
ART 261	Photography I*	3
ART 283	Ceramics I*	3
DRA 111	Theatre Appreciation*	3
DRA 122	Oral Interpretation*	3
DRA 126	Storytelling*	3
DRA 211	Theatre History I*	3
DRA 212	Theatre History II*	3
HUM 110	Technology and Society*	3
HUM 115	Critical Thinking*	3
HUM 130	Myth in Human Culture*	3
HUM 160	Introduction to Film*	3
HUM 220	Human Values and Meaning*	3
MUS 110	Music Appreciation*[u]	3
MUS 112	Introduction to Jazz*[u]	3
MUS 113	American Music*	3
MUS 210	History of Rock Music*	3
MUS 211	History of Country Music*	3
PHI 210	History of Philosophy*	3
PHI 215	Philosophical Issues*[u]	3
PHI 220	Western Philosophy I*	3
PHI 221	Western Philosophy II	3
PHI 230	Introduction to Logic*	3
PHI 240	Introduction to Ethics*[u]	3
REL 110	World Religions*	3
REL 111	Eastern Religions*	3
REL 112	Western Religions*	3
REL 211	Intro to Old Testament*	3
REL 212	Intro to New Testament*	3
REL 221	Religion in America*	3

Social/Behavioral Science Electives

(Take 3 credits)

ANT 210	General Anthropology*	3
ANT 220	Cultural Anthropology*	3
ANT 240	Archaeology*	3
ECO 151	Survey of Economics*	3
ECO 251	Prin of Microeconomics*[u]	3
ECO 252	Prin of Macroeconomics*[u]	3
HIS 121	Western Civilization I*	3
HIS 122	Western Civilization II*	3
HIS 131	American History I*[u]	3
HIS 132	American History II*[u]	3
POL 110	Intro Political Science*	3
POL 120	American Government*[u]	3
POL 130	State & Local Government*	3
POL 210	Comparative Government*	3
POL 220	International Relations*	3
PSY 118	Interpersonal Psychology	3
PSY 150	General Psychology*[u]	3
PSY 241	Developmental Psych*	3
PSY 281	Abnormal Psychology*	3
SOC 210	Introduction to Sociology*[u]	3
SOC 213	Sociology of the Family*	3
SOC 220	Social Problems*	3
SOC 230	Race and Ethnic Relations*	3
SOC 240	Social Psychology*	3

English Requirement

ENG 111	Writing and Inquiry*[u]	3

Communications Requirement

(Take 3 credits)

COM 110	Introduction to Communication*	3
COM 231	Public Speaking*[u]	3

Math Requirement

MAT 121	Algebra/Trigonometry I	3

II. Major Requirements

Technical Core

ARC 112	Constr Matls & Methods	4
ARC 132	Specifications and Contracts	2
CST 241	Planning/Estimating I	3
SST 140	Green Bldg and Design Concepts	3

Architectural Technology

ARC 111	Intro to Arch Technology	3
ARC 113	Residential Arch Tech	3
ARC 114	Architectural CAD	2
ARC 213	Design Project	4
ARC 230	Environmental Systems	4

III. Other Major Requirements

ARC 114A	Architectural CAD Lab	1
ARC 211	Light Constr Technology	3
ARC 214	Architectural Statics	3
ARC 220	Advanced Architect CAD	2
ARC 221	Architectural 3-D CAD	3
ARC 231	Architectural Presentations	4
ARC 235	Architectural Portfolio	3
CIS 110	Introduction to Computers*	3

Total Credits 65

FALL SEMESTER I	FALL SEMESTER II
ARC 111	ARC 211
ARC 112	ARC 214
CIS 110	ARC 221
ENG 111	ARC 235
	SST 140

SPRING SEMESTER I	SPRING SEMESTER II
ARC 114 / ARC 114A	ARC 132
ARC 231	ARC 213
COM 110 or COM 231	CST 241
MAT 121	Humanities/Fine Arts Elect
	Social/Behav Science Elect

SUMMER SEMESTER I

ARC 113
ARC 220
ARC 230

Associate Degree Nursing (RN)

See Nursing Programs

Automotive Customizing Technology

DIPLOMA (D60190)
CERTIFICATE (C60190)

Automotive Customizing Technology

Diploma Program - D60190

The curriculum prepares individuals to modify existing automotive vehicle components, fabrication techniques to create custom vehicle components, non-structural damage repair, custom painting and refinishing techniques, custom upholstery and glass removal/replacement/custom modifications, and other automotive technology related systems.

Course work may include transportation systems theory, custom fabrication, custom fiberglass skills, auto shop management, and basic welding for transportation.

Graduates of this pathway should be prepared to take professional licensure exams, which correspond to certain programs of study, and to enter careers as entry-level technicians in the transportation industry.

		Semester Hour Credits
I. General Education Requirements		
Communication		
ENG 111	Writing and Inquiry*[u]	3
Humanities/Fine Arts		
HUM 115	Critical Thinking*	3
Natural Sciences/Math		
MAT 110	Math Measurement & Literacy	3
II. Major Requirements		
Core		
TRN 110	Intro to Transport Tech	2
TRN 180	Basic Welding for Transp	3
Automotive Custom Tech		
AUB 111	Painting & Refinishing I	4
AUC 111	Auto Customizing Research	3
AUC 112	Auto Custom Fabrication	4
III. Other Major Requirements		
AUB		
AUB 121	Non-Structural Damage I	3
AUC		
AUC 114	Custom Fiberglass Skills	4
AUC 115	Glass Customizing Methods	4
AUC 117	Custom Airbrushing	4
AUT		
AUT 212	Auto Shop Management	3
Total Credits		**43**

FALL SEMESTER I	SUMMER SEMESTER I
AUC 114	AUC 112
AUC 115	AUT 212
AUC 117	HUM 115
ENG 111	MAT 110
TRN 110	

SPRING SEMESTER I
AUB 111
AUB 121
AUC 111
TRN 180

Automotive Customizing Technology Certificate

Certificate Program - C60190

		Semester Hour Credits
I. Major Requirements		
Core		
TRN 110	Intro to Transport Tech	2
II. Other Major Requirements		
AUC		
AUC 114	Custom Fiberglass Skills	4
AUC 115	Glass Customizing Methods	4
AUC 117	Custom Airbrushing	4
Total Credits		**14**

FALL SEMESTER I	SPRING SEMESTER I
AUC 114	AUC 114
AUC 115	AUC 115
AUC 117	AUC 117
TRN 110	TRN 110

Automotive Systems Technology

A.A.S. DEGREE (A60160)
CERTIFICATE (C60160A)
DIPLOMA (D60160)

Automotive Systems Technology

Associate in Applied Science Program - A60160

The curriculum prepares individuals for employment as automotive service technicians. It provides an introduction to automotive careers and increases student awareness of the challenges associated with this fast and ever-changing field.

Classroom and lab experiences integrate technical and academic coursework. Emphasis is placed on theory, servicing and operation of brakes, electrical/electronic systems, engine performance, steering/suspension, automatic transmission/ transaxles, engine repair, climate control, and manual drive trains.

Upon completion of this curriculum, students should be prepared to take the ASE exam and be ready for full-time employment in dealerships and repair shops in the automotive service industry.

Semester Hour Credits

I. General Education Requirements

Required Courses

ENG 111	Writing and Inquiry*u	3
MAT 110	Math Measurement & Literacy	2

Humanities/Fine Arts Electives
(Take 3 credits)

ART 111	Art Appreciation*u	3
ART 114	Art History Survey I*u	3
ART 115	Art History Survey II*u	3
ART 116	Survey of American Art*	3
ART 117	Non-Western Art History*	3
ART 131	Drawing I*	3
ART 171	Computer Art I*	3
ART 261	Photography I*	3
ART 283	Ceramics I*	3
DRA 111	Theatre Appreciation*	3
DRA 122	Oral Interpretation*	3
DRA 126	Storytelling*	3
DRA 211	Theatre History I*	3
DRA 212	Theatre History II*	3
HUM 110	Technology and Society*	3
HUM 115	Critical Thinking*	3
HUM 130	Myth in Human Culture*	3
HUM 160	Introduction to Film*	3
HUM 220	Human Values and Meaning*	3
MUS 110	Music Appreciation*u	3
MUS 112	Introduction to Jazz*u	3
MUS 113	American Music*	3
MUS 210	History of Rock Music*	3
MUS 211	History of Country Music*	3
PHI 210	History of Philosophy*	3
PHI 215	Philosophical Issues*u	3
PHI 220	Western Philosophy I*	3
PHI 221	Western Philosophy II	3
PHI 230	Introduction to Logic*	3
PHI 240	Introduction to Ethics*u	3
REL 110	World Religions*	3
REL 111	Eastern Religions*	3
REL 112	Western Religions*	3
REL 211	Intro to Old Testament*	3
REL 212	Intro to New Testament*	3
REL 221	Religion in America*	3

Social/Behavioral Science Electives
(Take 3 credits)

ANT 210	General Anthropology*	3
ANT 220	Cultural Anthropology*	3
ANT 240	Archaeology*	3
ECO 151	Survey of Economics*	3
ECO 251	Prin of Microeconomics*u	3
ECO 252	Prin of Macroeconomics*u	3
HIS 121	Western Civilization I*	3
HIS 122	Western Civilization II*	3
HIS 131	American History I*u	3
HIS 132	American History II*u	3
POL 110	Intro Political Science*	3
POL 120	American Government*u	3
POL 130	State & Local Government*	3
POL 210	Comparative Government*	3
POL 220	International Relations*	3
PSY 118	Interpersonal Psychology	3
PSY 150	General Psychology*u	3
PSY 241	Developmental Psych*	3
PSY 281	Abnormal Psychology*	3
SOC 210	Introduction to Sociology*u	3
SOC 213	Sociology of the Family*	3
SOC 220	Social Problems*	3
SOC 230	Race and Ethnic Relations*	3
SOC 240	Social Psychology*	3

Communications
(Take 3 credits)

COM 110	Introduction to Communication*	3
COM 120	Intro to Interpersonal Com*	3
COM 231	Public Speaking*u	3

II. Major Requirements

Fund Transport Skills

TRN 110	Intro to Transport Technology	2

Intermediate Transport Skills

TRN 120	Basic Transport Electricity	5
TRN 130	Intro to Sustainable Transport	3

Specialized Transport Skills

TRN 140	Transport Climate Control	2
TRN 145	Adv Transport Electronics	3

Automotive Systems Technology

AUT 116	Engine Repair	3
AUT 141	Suspension & Steering Systems	3
AUT 151	Brake Systems	3
AUT 181	Engine Performance I	3

Required Courses

AUT 116A	Engine Repair Lab	1
AUT 123	Powertrain Diagnosis/Service	2
AUT 141A	Suspension & Steering Systems Lab	1
AUT 151A	Brake Systems Lab	1
AUT 163	Advanced Auto Electricity	3
AUT 163A	Advanced Auto Electricity Lab	1
AUT 181A	Engine Performance I Lab	1
AUT 212	Auto Shop Management	3
AUT 213	Automotive Servicing II	2
AUT 221	Automatic Transm/Transaxles	3
AUT 221A	Automatic Transm/Transaxles Lab	1
AUT 231	Manual Trans/Ax/Drivetrains	3
AUT 231A	Manual Trans/Ax/Drivetrains Lab	1
AUT 281	Advanced Engine Performance	3
CIS 111	Basic PC Literacy	2
TRN 140A	Transport Climate Control Lab	2

Total Credits 72

FALL SEMESTER I
AUT 151 / AUT 151A
TRN 110
TRN 120
Communications Elect

FALL SEMESTER II
AUT 116 / AUT 116A
AUT 123
AUT 281
MAT 110
TRN 145

SPRING SEMESTER I
AUT 141 / AUT 141A
AUT 163 / AUT 163A
AUT 213
CIS 111

SPRING SEMESTER II
AUT 221 / AUT 221A
AUT 231 / AUT 231A
ENG 111
TRN 130
Social/Behav Science Elect

SUMMER SEMESTER I
AUT 181 / AUT 181A
AUT 212
TRN 140 / TRN 140A
Humanities/Fine Art Elect

Automotive Systems Technology

Diploma Program - D60160

Semester Hour Credits

I. General Education Requirements

ENG 111	Writing and Inquiry*[u]	3
MAT 110	Math Measurement & Literacy	2

II. Major Requirements

Fundamental Transport Skills

TRN 110	Intro to Transport Technology	2

Intermediate Transport Skills

TRN 120	Basic Transport Electricity	5

Specialized Transport Skills

TRN 140	Transport Climate Control	2

Automotive Systems Technology

AUT 141	Suspension & Steering Systems	3
AUT 151	Brake Systems	3
AUT 181	Engine Performance I	3

Required Courses

AUT 141A	Suspension & Steering Systems Lab	1
AUT 151A	Brake Systems Lab	1
AUT 163	Advanced Auto Electricity	3
AUT 163A	Advanced Auto Electricity Lab	1
AUT 181A	Engine Performance I Lab	1
AUT 212	Auto Shop Management	3
AUT 213	Automotive Servicing II	2
TRN 140A	Transport Climate Control Lab	2

Total Credits 38

FALL SEMESTER I
AUT 151 / AUT 151A
ENG 111
TRN 110
TRN 120

SUMMER SEMESTER I
AUT 181 / AUT 181A
AUT 212
TRN 140 / TRN 140A

SPRING SEMESTER I
AUT 141 / AUT 141A
AUT 163 / AUT 163A
AUT 213
MAT 110

Automotive Systems Technology

Certificate Program - C60160A

Semester Hour Credits

I. Major Requirements

Fundamental Transport Skills

TRN 110	Intro to Transport Technology	2

Specialized Transport Skills

TRN 140	Transport Climate Control	2

Automotive Systems Technology

AUT 141	Suspension & Steering Systems	3
AUT 151	Brake Systems	3

Required Courses

AUT 141A	Suspension & Steering Systems Lab	1
AUT 151A	Brake Systems Lab	1
CIS 111	Basic PC Literacy	2
TRN 140A	Transport Climate Control Lab	2

Total Credits 16

FALL SEMESTER I
AUT 151 / AUT 151A
TRN 110

SUMMER SEMESTER I
TRN 140 / TRN 140A

SPRING SEMESTER I
AUT 141 / AUT 141A
CIS 111

Baking and Pastry Arts

A.A.S. Degree (A55130)

Associate in Applied Science Program - A55130

This curriculum is designed to provide students with the skills and knowledge required for employment in the baking/pastry industry, including restaurants, hotels, independent bakeries/pastry shops, wholesale/retail markets, and high-volume bakeries, and/or further academic studies. Students will be provided theoretical knowledge/practical applications that provide critical competencies to meet industry demands, including environmental stewardship, operational efficiencies and professionalism. Course work includes specialty/artisanal breads, desserts/pastries, decorative work, high-volume production and food marketing. Graduates should qualify for entry-level positions, such as pastry/bakery assistant, area pastry chef and assistant pastry chef. American Culinary Federation certification may be available to graduates.

Semester Hour Credits

I. General Education Requirements

English

ENG 111	Writing and Inquiry*u	3
MAT 110	Math Measurement & Literacy	3

Communications
(Take 3 credits)

COM 110	Introduction to Communication*	3
COM 231	Public Speaking*u	3

Humanities/Fine Arts Electives
(Take 3 credits)

ART 111	Art Appreciation*u	3
HUM 115	Critical Thinking*	3
MUS 110	Music Appreciation*u	3
PHI 210	History of Philosophy*	3

Social/Behavioral Science Electives
(Take 3 credits)

PSY 118	Interpersonal Psychology	3
PSY 150	General Psychology*u	3
SOC 210	Introduction to Sociology*u	3
SOC 240	Social Psychology*	3

Natural Sciences/Math

MAT 110	Math Measurement & Literacy	3

II. Major Requirements

Required

BPA 150	Artisan and Specialty Breads	4
BPA 210	Cake Design & Decorating	3
BPA 250	Dessert/Bread Production	5
BPA 260	Pastry and Baking Marketing	3
CUL 110	Sanitation & Safety	2
CUL 160	Baking I	3
HRM 245	Human Resource Mgmt-Hosp	3

Work-Based Learning Electives
(Take 2 credits)

WBL 111Y	Work-Based Learning I	1
WBL 112Y	Work-Based Learning I	2
WBL 121Y	Work-Based Learning II	1

III. Other Major Requirements
(Take 27 credits)

BPA 130	European Cakes and Tortes	3
BPA 165	Hot and Cold Desserts	3
BPA 220	Confection Artistry	4
BPA 230	Chocolate Artistry	3
BPA 230A	Chocolate Artistry Lab	1
BPA 240	Plated Desserts	3
CUL 110A	Sanitation and Safety Lab	1
CUL 140	Culinary Skills I	5
CUL 260	Baking II	3
WBL 115Y	Work-Based Learning Seminar	1

IV. Other Requirements

CIS 111	Basic PC Literacy	2

Total Credits **69**

FALL SEMESTER I
CIS 111
CUL 110 / CUL 110A
CUL 140
CUL 160
ENG 111

FALL SEMESTER II
BPA 130
BPA 220
BPA 240
COM 110 or COM 231
WBL 111Y*
WBL 115Y

SPRING SEMESTER I
BPA 150
BPA 165
BPA 210
CUL 260
HRM 245

SPRING SEMESTER II
BPA 230 / BPA 230A
BPA 250
BPA 260
MAT 110

SUMMER SEMESTER I
WBL 121Y*
Humanities/Fine Arts Elect
Social/Behav Science Elect
Work-Based Learn Elect

*Students may take WBL 112Y (320 hrs) in lieu of taking WBL 111Y (160 hrs) and WBL 121Y (160 hrs).

Basic Law Enforcement Training

CERTIFICATE (C55120)

Certificate Program - C55120

Basic Law Enforcement Training (BLET) is designed to give students essential skills required for entry-level employment as law enforcement officers with state, county, or municipal governments, or with private enterprise. This program utilizes state commission-mandated topics and methods of instruction. General subjects include, but are not limited to, criminal investigation, juvenile laws, civil process, law enforcement driver training, ABC laws, motor vehicle laws, patrol techniques, court procedures, emergency responses, and ethics and community relations.

Students must successfully complete and pass all units of study to receive a certificate. Upon successful passage of the certification examination mandated by the North Carolina Criminal Justice Education and Training Standards Commission and the North Carolina Sheriffs' Education and Training Standards Commission, students may seek job opportunities with state, county, and municipal governments, or with private enterprise in North Carolina.

Students who successfully complete the BLET Program can receive credit for CJC 120, CJC 131 and CJC 221.

CJC 100 - Law Enforcement Training

Prerequisite: Approval of the BLET Director; Copy of reading placement test results, taken less than one year prior to the class starting date with a score indicating placement into course DRE 098 or above at a North Carolina Community College. A certified copy of High School transcript, GED, or Adult High School diploma is required. (Diplomas earned through correspondence enrollment are not recognized toward the educational requirements by North Carolina Training and Standards.)

The following items are also required for admission to the BLET program:

- Must be at least 20 years of age
- Must have a valid North Carolina driver's license
- Must submit a Medical Examination Form completed by a North Carolina licensed physician
- Must provide a Certified Criminal History Check report
- Must be a citizen of the United States
- A sponsorship letter is recommended

This course is designed to provide the student with basic skills and basic knowledge necessary to perform those tasks essential to function in law enforcement. The course consists of 620 hours of instruction in the following topic areas:

Course Orientation	6
Physical Fitness Training	54
Ethics for Professional Law Enforcement	4
Arrest, Search & Seizure/Constitutional Law	28
Elements of Criminal Law	24
Communication Skills for Law Enforcement Officers	8
Law Enforcement Radio Procedures and Information Systems	8
Field Notetaking & Report Writing	12
Interviews: Field & In-Custody	16
Subject Control/Arrest Techniques	40
Juvenile Laws & Procedures	8
Fingerprinting & Photographing Arrestees	6
Responding to Victims & the Public	10
Firearms	48
Criminal Investigation	34
ABC Laws and Procedures	4
Motor Vehicle Law	20
Law Enforcement Driver Training	40
Crime Prevention Techniques	6
First Responder	32
Domestic Violence Response	12
Controlled Substances	12
Techniques of Traffic Law Enforcement	24
In-Custody Transportation	8
Traffic Crash Investigation	20
Explosives & Hazardous Material Emergencies	12
Individuals with Mental Illness or Developmental Disabilities	8
Crowd Management	12
Preparing for & Testifying In Court	12
Patrol Techniques	28
Sheriff's Responsibilities: Detention Duties	4
Sheriff's Responsibilities: Court Duties	6
Civil Process	24
Testing	16
Anti-Terrorism	4
Rapid Deployment	8
Human Trafficking	2
Total Hours	**620**
Total Credits	**19**

Boat Building (Wooden)

DIPLOMA (D35120)
CERTIFICATE (C35120)

Boat Building Diploma

Diploma Program - D35120

The Boat Building curriculum prepares individuals for employment in the boat building and boat repair industry. Today's boat builders are highly skilled craftspeople who can create complex shapes out of wood.

Course work includes reading boat plans, lofting, setting up the building jig, fashioning the structural timbers, and different planking techniques. Interior joinery, exterior joinery, and yacht rigging is also covered.

Graduates may find work with yacht manufacturers, high end furniture shops, architectural millwork shops, and companies installing built in furniture in homes. Other opportunities can be found in boat maintenance and repair yards.

		Semester Hour Credits
I. General Education Requirements		
ENG 101	Applied Communications I	3
MAT 110	Math Measurement & Literacy	3
II. Major Requirements		
BTB 101	Boat Building I	10
BTB 102	Boat Building II	9
BTB 103	Yacht Joiner Practices I	4
BTB 104	Yacht Joiner Practices II	3
BTB 105	Yacht Repair/Renovation	5
BTB 109	Yacht Rigging	2
DFT 100	Marine Drafting	2
III. Other Major Requirements		
CIS 111	Basic PC Literacy	2
Total Credits		**43**

FALL SEMESTER I	SUMMER SEMESTER I
BTB 101	BTB 104
CIS 111	BTB 105
DFT 100	BTB 109
MAT 110	

SPRING SEMESTER I
BTB 102
BTB 103
ENG 101

Boat Building

Certificate Program - C35120
(EVENINGS)

		Semester Hour Credits
I. Major Requirements		
BTB 101A	Boat Building IA	5
BTB 101B	Boat Building IB	5
DFT 100	Marine Drafting	2
Total Credits		**12**

FALL SEMESTER I	SPRING SEMESTER I
BTB 101A	BTB 101B
DFT 100	

Boat Manufacture and Service

DIPLOMA (D60330)

Diploma Program - D60330

The Boat Manufacture and Service Technology program prepares students for employment in the manufacture and service of boats. Students learn the basics of boat design and the implementation of those designs in various components and/or complete boats or yachts.

Course work includes reading and interpreting marine blueprints, manuals, and other documents common to the industry; lofting; constructing forms and mold-making; application of concepts and techniques in composite, and fiberglass; marine woodworking; interior finishing; and marine mechanical, electrical, and plumbing systems.

Graduates may find employment with boat/yacht manufacturers, service yards, dealerships doing commissioning work, and companies doing custom boat building.

		Semester Hour Credits
I. General Education Requirements		
ENG 101	Applied Communications I	3
MAT 110	Math Measurement & Literacy	3
II. Major Requirements		
Required		
BTB 110	Fiberglass Boat Building I	5
BTB 111	Fiberglass Boat Building II	5
BTB 112	Fiberglass Boat Repairs	3
Marine Services		
BTB 106	Engine Install/Systems	5
BTB 107	Boat Electrical Systems	5
BTB 108	Boat Plumbing Systems	4
III. Other Major Requirements		
BMS 117	Marine Spray Finishing	2
BTB 115	Hull and Joinerwork Prep	3
CIS 111	Basic PC Literacy	2
Total Credits		**40**

FALL SEMESTER I	SUMMER SEMESTER I
BTB 107	BTB 111
BTB 108	BTB 112
BTB 115	CIS 111
MAT 110	

SPRING SEMESTER I
BMS 117
BTB 106
BTB 110
ENG 101

Business Administration

A.A.S. DEGREE (A25120)
DIPLOMA - OFFICE SYSTEMS DIPLOMA (D25120)
CERTIFICATE - BANKING AND FINANCE (C25120B)
CERTIFICATE - CUSTOMER SERVICE (C25120)
CERTIFICATE - ENTREPRENEURSHIP (C25120E)
CERTIFICATE - INTERNATIONAL BUSINESS (C25120G)
CERTIFICATE - MANAGEMENT AND SUPERVISION (C25120A)
CERTIFICATE - OFFICE SYSTEMS (C25120D)
CERTIFICATE - PROJECT MANAGEMENT (C25120F)

Business Administration

Associate in Applied Science Program - A25120

The Business Administration curriculum is designed to introduce students to the various aspects of the free enterprise system. Students will be provided with fundamental knowledge of business functions, processes, and an understanding of business organizations in today's global economy. Course work includes business concepts such as accounting, business law, economics, management, and marketing. Skills related to the application of these concepts are developed through the study of computer applications, communication, team building, and decision making. Through these skills, students will have a sound business education base for lifelong learning. Graduates are prepared for employment opportunities in government agencies, financial institutions, and large to small business or industry.

Semester Hour Credits

I. General Education Requirements

Required

ENG 111	Writing and Inquiry*[u]	3
ENG 114	Prof Research & Reporting*	3

Humanities/Fine Arts Electives
(Take 3 credits)

ART 111	Art Appreciation*[u]	3
ART 114	Art History Survey I*[u]	3
ART 115	Art History Survey II*[u]	3
ART 116	Survey of American Art*	3
ART 117	Non-Western Art History*	3
ART 131	Drawing I*	3
ART 171	Computer Art I*	3
ART 261	Photography I*	3
ART 283	Ceramics I*	3
DRA 111	Theatre Appreciation*	3
DRA 112	Literature of the Theatre*	3
DRA 122	Oral Interpretation*	3
DRA 211	Theatre History I*	3
DRA 212	Theatre History II*	3
ENG 131	Introduction to Literature*	3
HUM 110	Technology and Society*	3
HUM 115	Critical Thinking*	3
HUM 160	Introduction to Film*	3
MUS 110	Music Appreciation*[u]	3
MUS 112	Introduction to Jazz*[u]	3
MUS 113	American Music*	3
MUS 114	Non-Western Music*	3
PHI 215	Philosophical Issues*[u]	3
PHI 230	Introduction to Logic*	3
PHI 240	Introduction to Ethics*[u]	3
REL 110	World Religions*	3
REL 111	Eastern Religions*	3
REL 112	Western Religions*	3
REL 211	Intro to Old Testament*	3
REL 212	Intro to New Testament*	3
REL 221	Religion in America*	3
SPA 181	Spanish Lab 1*	1

Math/Natural Science Electives
(Take 3-4 credits)

BIO 110	Principles of Biology*[u]	4
BIO 111	General Biology I*[u]	4
CHM 151	General Chemistry I*[u]	4
GEL 111	Geology*[u]	4
MAT 110	Math Measurement & Literacy	3
CHM 131 /	Introduction to Chemistry*	3
CHM 131A	Introduction to Chemistry Lab*	1
PHY 110 /	Conceptual Physics*[u]	3
PHY 110A	Conceptual Physics Lab*[u]	1

Social/Behavioral Science Electives
(Take 3 credits)

HIS 121	Western Civilization I*	3
HIS 122	Western Civilization II*	3
HIS 131	American History I*[u]	3
HIS 132	American History II*[u]	3
POL 120	American Government*[u]	3
POL 130	State & Local Government	3
PSY 118	Interpersonal Psychology	3
PSY 150	General Psychology*[u]	3
SOC 210	Introduction to Sociology*[u]	3
SOC 213	Sociology of the Family*	3
SOC 220	Social Problems	3

II. Major Requirements

Required

BUS 110	Introduction to Business*	3
BUS 115	Business Law I*	3
BUS 137	Principles of Management*	3
MKT 120	Principles of Marketing	3

Accounting

ACC 120	Prin of Financial Accounting*	4

Economics

ECO 151	Survey of Economics*	3

Computer Applications
(Take 2-3 credits)

CIS 110	Introduction to Computers*	3
CIS 111	Basic PC Literacy	2

III. Concentration Requirements

BUS 121	Business Math	3
BUS 125	Personal Finance	3
BUS 225	Business Finance	3
BUS 285	Business Management Issues	3

IV. Other Major Requirements

Required

ACC 121	Prin of Managerial Accounting*	4
CTS 130	Spreadsheet	3
OMT 156	Problem-Solving Skills	3
PMT 110	Introduction to Project Management	3

Business Administration Electives

(Take 9 credits)

ACC 122	Principles of Financial Accounting II	3
ACC 129	Individual Income Taxes	3
ACC 150	Accounting Software Applications	2
ACC 220	Intermediate Accounting I	4
BAF 110	Principles of Banking	3
BAF 111	Teller Training	3
BAF 232	Consumer Lending	3
BAF 234	Residential Mort Lending	3
BUS 135	Principles of Supervision	3
BUS 230	Small Business Management	3
CTS 240	Project Management	3
DBA 110	Database Concepts	3
INT 110	International Business	3
MKT 221	Consumer Behavior	3
MKT 223	Customer Service	3
MKT 224	International Marketing	3
MKT 232	Social Media Marketing	4
OST 131	Keyboarding	2
OST 136	Word Processing	3
SPA 111	Elementary Spanish I*	3
WBL 111B	Work-Based Learning I	1
WBL 121B	Work-Based Learning II	1
WBL 131B	Work-Based Learning III	1

Total Credits **70/72**

FALL SEMESTER I
ACC 120
BUS 110
BUS 121
CIS 110 or CIS 111
ENG 111

FALL SEMESTER II
BUS 115
BUS 225
ECO 151
Business Admin Elect
Business Admin Elect

SPRING SEMESTER I
ACC 121
CTS 130
MKT 120
OMT 156
Math/Natural Science Elect

SPRING SEMESTER II
BUS 285
PMT 110
Business Admin Elect
Humanities/Fine Arts Elect
Social/Behav Science Elect

SUMMER SEMESTER I
BUS 125
BUS 137
ENG 114

Business Administration
OFFICE SYSTEMS
Diploma Program - D25120

Semester Hour Credits

I. General Education Requirements

Required

ENG 111	Writing and Inquiry*[u]	3
ENG 114	Prof Research & Reporting*	3

II. Major Requirements

Required

BUS 110	Introduction to Business*	3
BUS 115	Business Law I*	3
BUS 137	Principles of Management*	3
MKT 120	Principles of Marketing	3

Accounting

ACC 120	Prin of Financial Accounting*	4

Economics

ECO 151	Survey of Economics*	3

Computer Applications

(Take 2-3 credits)

CIS 110	Introduction to Computers*	3
CIS 111	Basic PC Literacy	2

III. Other Major Requirements

Required

CTS 130	Spreadsheet	3

Business Administration Electives

ACC 150	Accounting Software Applications	2
DBA 110	Database Concepts	3
OST 131	Keyboarding	2
OST 136	Word Processing	3

Total Credits **40**

FALL SEMESTER I
ACC 120
BUS 110
CIS 110 or CIS 111
ENG 111
MKT 120

SPRING SEMESTER I
ACC 150
BUS 115
BUS 137
CTS 130
ECO 151
OST 131

SUMMER SEMESTER I
DBA 110
ENG 114
OST 136

Business Administration
BANKING AND FINANCE
Certificate Program - C25120B

Banking and finance is a concentration under the title of Business Administration. This curriculum is designed to prepare individuals for a career with various financial institutions and other businesses.

Semester Hour Credits

I. Major Requirements
Computer Applications
(Take 2-3 credits)

CIS 110	Introduction to Computers*	3
CIS 111	Basic PC Literacy	2

II. Concentration Requirements

BUS 125	Personal Finance	3

III. Other Major Requirements

BAF 110	Principles of Banking	3
BAF 111	Teller Training	3
BAF 232	Consumer Lending	3
BAF 234	Residential Mort Lending	3

Total Credits 17

FALL SEMESTER I	SPRING SEMESTER I
BAF 110	BAF 111
BUS 125	BAF 232
CIS 110 or CIS 111	BAF 234

Business Administration
CUSTOMER SERVICE
Certificate Program - C25120

This program stresses the importance of customer relations in the business world. Emphasis is placed on developing communication tools, understanding the business environment and learning how to respond to complex customer requirements and to efficiently handle stressful situations. Upon completion, students should be able to demonstrate the ability to understand and communicate with customers and resolve problems and complaints.

Semester Hour Credits

I. Major Requirements

BUS 110	Introduction to Business*	3
MKT 120	Principles of Marketing	3

II. Other Major Requirements

MKT 221	Consumer Behavior	3
MKT 223	Customer Service	3
MKT 232	Social Media Marketing	4

Total Credits 16

FALL SEMESTER I	SPRING SEMESTER I
BUS 110	MKT 221
MKT 120	MKT 232
MKT 223	

Business Administration
ENTREPRENEURSHIP
Certificate Program - C25120E

Semester Hour Credits

I. Major Requirements
Accounting

ACC 120	Prin of Financial Accounting*	4

Computer Applications
(Take 2-3 credits)

CIS 110	Introduction to Computers*	3
CIS 111	Basic PC Literacy	2

Required
(Take 1 of 2 Groups)

Group 1

BUS 110	Introduction to Business*	3
MKT 120	Principles of Marketing	3

Group 1

BUS 110	Introduction to Business*	3
MKT 223	Customer Service	3

II. Other Major Requirements

ACC 150	Accounting Software Applications	2
BUS 230	Small Business Management	3

Total Credits 17

FALL SEMESTER I	SPRING SEMESTER I
ACC 120	ACC 150
BUS 110	BUS 230
CIS 110 or CIS 111	MKT 120 or MKT 223

Business Administration
INTERNATIONAL BUSINESS
Certificate Program - C25120G

Semester Hour Credits

I. Major Requirements
Required

BUS 110	Introduction to Business*	3
BUS 137	Principles of Management*	3

Economics

ECO 151	Survey of Economics*	3

II. Other Major Requirements

INT 110	International Business	3
MKT 223	Customer Service	3
MKT 224	International Marketing	3

Total Credits 18

FALL SEMESTER I	SPRING SEMESTER I
BUS 110	BUS 137
INT 110	ECO 151
MKT 223	MKT 224

Business Administration *MANAGEMENT AND SUPERVISION*

Certificate Program - C25120A

Semester Hour Credits

I. Major Requirements

Required

BUS 110	Introduction to Business*	3
BUS 137	Principles of Management*	3

II. Other Major Requirements

Required

OMT 156	Problem-Solving Skills	3
PMT 110	Introduction to Project Management	3

Business Administration Electives

BUS 135	Principles of Supervision	3
INT 110	International Business	3

Total Credits 18

FALL SEMESTER I	SPRING SEMESTER I
BUS 110	BUS 135
INT 110	BUS 137
OMT 156	PMT 110

Business Administration *OFFICE SYSTEMS*

Certificate Program - C25120D

Semester Hour Credits

I. Major Requirements

(Take 2-3 credits)

CIS 110	Introduction to Computers*	3
CIS 111	Basic PC Literacy	2

II. Other Major Requirements

CTS 130	Spreadsheet	3
OMT 156	Problem-Solving Skills	3

Business Administration Electives

DBA 110	Database Concepts	3
OST 131	Keyboarding	2
OST 136	Word Processing	3

Total Credits 16

Total Credits 16/17

FALL SEMESTER I	SPRING SEMESTER I
CIS 110 or CIS 111	CTS 130
OMT 156	DBA 110
OST 131	OST 136

Business Administration *PROJECT MANAGEMENT*

Certificate Program - C25120F

Semester Hour Credits

I. Major Requirements

Required

BUS 110	Introduction to Business*	3
BUS 115	Business Law I*	3

Computer Applications

(Take 2-3 credits)

CIS 110	Introduction to Computers*	3
CIS 111	Basic PC Literacy	2

II. Other Major Requirements

Required

PMT 110	Introduction to Project Management	3

Business Administration Electives

CTS 240	Project Management	3
MKT 223	Customer Service	3

Total Credits 17

FALL SEMESTER I	SPRING SEMESTER I
BUS 110	BUS 115
CIS 110 or CIS 111	CTS 240
MKT 223	PMT 110

Cardiovascular Sonography

A.A.S. DEGREE (A45160)
DIPLOMA (D45160)

This program has selective admission requirements. Contact the Counseling Office for information and application deadlines.

Cardiovascular Sonography

Associate in Applied Science Program - A45160

The Cardiovascular Sonography curriculum provides the individual with the knowledge and skills necessary to acquire, process, and evaluate the human heart and vascular structures. A cardiovascular sonographer uses high frequency sound waves to produce images of the heart and vascular structures.

Course work includes effective communication and patient care skills combined with a knowledge of physics, human anatomy, physiology, and pathology, all of which are essential to obtaining high quality sonographic images.

Graduates may be eligible to apply to the American Registry of Diagnostic Medical Sonographers for examinations in physics, cardiovascular physics, vascular physics, and adult echocardiography. Graduates may find employment in hospitals, physicians' offices, mobile services, and educational institutions.

Semester Hour Credits

I. General Education Requirements

English

ENG 111	Writing and Inquiry*^{u}	3

Communications
(Take 3 credits)

COM 110	Introduction to Communication*	3
COM 120	Intro to Interpersonal Com*	3
COM 231	Public Speaking*^{u}	3

Math
(Take 3-4 credits)

MAT 143	Quantitative Literacy*^{u}	3
MAT 152	Statistical Methods I*^{u}	4
MAT 171	Precalculus Algebra*^{u}	3

Social/Behavioral Science
(Take 3 credits)

PSY 150	General Psychology*^{u}	3
SOC 210	Introduction to Sociology*^{u}	3

Humanities/Fine Arts Electives
(Take 3 credits)

ART 111	Art Appreciation*^{u}	3
ART 114	Art History Survey I*^{u}	3
ART 115	Art History Survey II*^{u}	3
ART 117	Non-Western Art History*	3
ART 131	Drawing I*	3
DRA 111	Theatre Appreciation*	3
DRA 122	Oral Interpretation*	3
DRA 211	Theatre History I*	3
DRA 212	Theatre History II*	3
HUM 110	Technology and Society*	3
HUM 160	Introduction to Film*	3
MUS 110	Music Appreciation*^{u}	3
MUS 112	Introduction to Jazz*^{u}	3
PHI 215	Philosophical Issues*^{u}	3
PHI 240	Introduction to Ethics*^{u}	3
REL 111	Eastern Religions*	3
REL 112	Western Religions*	3
REL 211	Intro to Old Testament*	3
REL 212	Intro to New Testament*	3
REL 221	Religion in America*	3

II. Major Requirements
Required

CVS 160	Clinical Education I	5
CVS 161	Clinical Education II	8
CVS 162	Clinical Education III	5
CVS 163	Echo I	4
CVS 164	Echo II	4
CVS 260	CVS Clinical Ed IV	8
CVS 261	CVS Clinical Ed V	8
SON 111	Sonographic Physics	4
SON 250	Vascular Sonography	2

Anatomy and Physiology

BIO 163	Basic Anat & Physiology*	5

III. Major Requirements
Physics

PHY 110 /	Conceptual Physics*^{u}	3
PHY 110A	Conceptual Physics Lab*^{u}	1

CVS

CVS 277	Cardiovascular Topics	2

Total Credits 74/75

FALL SEMESTER I
BIO 163
CVS 160
CVS 163
SON 111

SPRING SEMESTER I
CVS 161
CVS 164
PHY 110 / PHY 110A
SON 250

SUMMER SEMESTER I
CVS 162
CVS 277
ENG 111
PSY 150 or SOC 210

FALL SEMESTER II
CVS 260
Communications Elect
Math Elect

SPRING SEMESTER II
CVS 261
Humanities/Fine Arts Elect

Cardiovascular Sonography

Diploma Program - D45160

Semester Hour Credits

I. General Education Requirements

Communications

(Take 3 credits)

COM 110	Introduction to Communication*	3
COM 120	Intro to Interpersonal Com*	3

Social/Behavioral Science

(Take 3 credits)

PSY 150	General Psychology*^{u}	3
SOC 210	Introduction to Sociology*^{u}	3

II. Major Requirements

Required

CVS 160	Clinical Education I	5
CVS 161	Clinical Education II	8
CVS 162	Clinical Education III	5
CVS 163	Echo I	4
CVS 164	Echo II	4
SON 111	Sonographic Physics	4
SON 250	Vascular Sonography	2

III. Major Requirements

CVS 277	Cardiovascular Topics	2

Total Credits **40**

FALL SEMESTER I	SUMMER SEMESTER I
CVS 160	CVS 162
CVS 163	CVS 277
SON 111	Social/Behav Science Elect
Communications Elect	

SPRING SEMESTER I

CVS 161
CVS 164
SON 250

Carpentry

DIPLOMA (D35180)
CERTIFICATE (C35180)

Carpentry

Diploma Program - D35180

The Carpentry curriculum is designed to train students to construct residential structures using standard building materials and hand and power tools. Carpentry skills and a general knowledge of residential construction will also be taught.

Course work includes footings and foundations, framing, interior and exterior trim, cabinetry, blueprint reading, residential planning and estimating, and other related topics. Students will develop skills through hands-on participation.

Graduates should qualify for employment in the residential building construction field as rough carpenters, framing carpenters, roofers, maintenance carpenters and other related jobs.

Semester Hour Credits

I. General Education Requirements

ENG 101	Applied Communications I	3
MAT 110	Math Measurement & Literacy	3

II. Major Requirements

Required

BPR 130	Print Reading-Construction	3
SST 140	Green Building and Design Concepts	3

Carpentry

CAR 111	Carpentry I	8

III. Other Major Requirements

CAR 112	Carpentry II	8
CAR 113	Carpentry III	6
CAR 114	Residential Building Codes	3
CAR 115	Residential Planning/Estimating	3

Total Credits **40**

FALL SEMESTER I	SUMMER SEMESTER I
CAR 111	CAR 113
BPR 130	CAR 114
MAT 110	
SST 140	

SPRING SEMESTER I

CAR 112
CAR 115
ENG 101

Carpentry

Certificate Program - C35180

Semester Hour Credits

I. Major Requirements

Required

BPR 130	Print Reading-Construction	3

Carpentry

CAR 111	Carpentry I	8

II. Other Major Requirements

CAR 114	Residential Building Codes	3
CAR 115	Residential Planning/Estimating	3

Total Credits **17**

FALL SEMESTER I	SUMMER SEMESTER I
BPR 130	CAR 114
CAR 111	

SPRING SEMESTER I

CAR 115

Chemical Technology

A.A.S. DEGREE (A20120)

Associate in Applied Science Program - A20120
The Chemical Technology curriculum prepares individuals for work as analytical technicians in chemical laboratories associated with chemical production, environmental concerns, pharmaceuticals, or general analysis.

Course work includes general chemistry, organic chemistry, introductory chemical engineering, qualitative analysis, and quantitative analysis, including such instrumental techniques as spectroscopy (UV-Vis, IR, AA) and chromatography (GC, LC, IC). Students also utilize computerized data collection, reduction, and graphic presentation.

Graduates should qualify as entry-level chemical laboratory technicians. Their duties may include chemical solution preparation, raw material, product, or environmental sampling, and/or sample testing via wet chemistry or instrumental techniques.

Semester Hour Credits

I. General Education Requirements

Required

COM 110	Introduction to Communication*	3
ENG 111	Writing and Inquiry*^{u}	3

Math

MAT 171	Precalculus Algebra*^{u}	4
MAT 172	Precalculus Trigonometry*^{u}	4

Humanities/Fine Arts Electives
(Take 3 credits)

ART 111	Art Appreciation*^{u}	3
ART 114	Art History Survey I*^{u}	3
ART 115	Art History Survey II*^{u}	3
ART 117	Non-Western Art History*	3
ART 121	Two-Dimensional Design*	3
ART 131	Drawing I*	3
DRA 111	Theatre Appreciation*	3
DRA 112	Literature of the Theatre*	3
DRA 122	Oral Interpretation*	3
DRA 211	Theatre History I*	3
DRA 212	Theatre History II*	3
HUM 110	Technology and Society*	3
HUM 160	Introduction to Film*	3
MUS 110	Music Appreciation*^{u}	3
MUS 111	Fundamentals of Music*	3
MUS 112	Introduction to Jazz*^{u}	3
MUS 113	American Music*	3
MUS 114	Non-Western Music*	3
MUS 213	Opera and Musical Theatre*	3
PHI 215	Philosophical Issues*^{u}	3
PHI 240	Introduction to Ethics*^{u}	3
REL 221	Religion in America*	3

Social/Behavioral Science Electives
(Take 3 credits)

HIS 121	Western Civilization I*	3
HIS 122	Western Civilization II*	3
HIS 131	American History I*^{u}	3
HIS 132	American History II*^{u}	3
POL 120	American Government*^{u}	3
POL 130	State & Local Government*	3
PSY 118	Interpersonal Psychology	3
PSY 150	General Psychology*^{u}	3
SOC 210	Introduction to Sociology*^{u}	3
SOC 213	Sociology of the Family*	3
SOC 220	Social Problems*	3

II. Major Requirements

CTC 111	Basic Chemistry I	7
CTC 112	Basic Chemistry II	7
CTC 120	Organic Chemistry I	2
CTC 140	Organic Processes	7
CTC 220	Organic Chemistry II	6
CTC 230	Biochemistry	5
CTC 240	Instru I: Spectroscopy	5
CTC 250	Instru II: Chromatography	5

III. Other Major Requirements

Required

CIS 110	Introduction to Computers*	3
ISC 278	cGMP Quality Systems	2

Chemical Technology Electives
(Take 2 credits)

BIO 111	General Biology*^{u}	4
CTS 130	Spreadsheet	3
ISC 112	Industrial Safety	2
ISC 130	Intro to Quality Control	3
PHY 151	College Physics I*^{u}	4
SST 110	Intro to Sustainability	3
WBL 111T	Work-Based Learning I	1
WBL 121T	Work-Based Learning II	1
WBL 131T	Work-Based Learning III	1

Total Credits 71/73

FALL SEMESTER I	**FALL SEMESTER II**
CTC 111	CTC 220
CIS 110	CTC 240
ENG 111	Social/Behav Science Elect
MAT 171	Chemical Technology Elect

SPRING SEMESTER I	**SPRING SEMESTER II**
COM 110	CTC 230
CTC 112	CTC 250
CTC 120	Humanities/Fine Arts Elect
MAT 172	

SUMMER SEMESTER I
CTC 140
ISC 278
Chemical Technology Elect

Collision Repair and Refinishing Technology

DIPLOMA (D60130)
CERTIFICATE (C60130)

Collision Repair and Refinishing Technology

Diploma Program - D60130

The Collision Repair and Refinishing Technology curriculum prepares individuals to become qualified technicians who possess the diverse skills required to perform quality repairs and proper refinishing techniques on automobile bodies and to diagnose and repair mechanical and electrical systems.

Coursework includes classroom and laboratory experiences that integrate technical application with academic theory. Emphasis is placed on autobody fundamentals, painting and refinishing, structural and non-structural damage repair, mechanical and electrical component repair or replacement, and common industry practices.

Graduates should be qualified to take National Institute for Automotive Service Excellence (ASE) certification examinations and also for entry-level employment in automotive dealerships, independent repair shops, or through self-employment, as collision repair and refinishing technicians.

Semester Hour Credits

I. General Education Requirements

English

ENG 101	Applied Communications I	3

Math

MAT 110	Math Measurement & Literacy	3

II. Major Requirements

Fundamental Trans Skills

TRN 110	Intro to Transport Technology	2

Intermediate Trans Skills

TRN 180	Basic Welding for Transport	3

Specialized Trans Skills

TRN 140	Transport Climate Control	2

Required

AUB 111	Painting and Refinishing I	4
AUB 121	Non-Structural Damage I	3
AUB 131	Structural Damage I	4
AUB 136	Plastics and Adhesives	3

III. Other Major Requirements

AUB 112	Painting and Refinishing II	4
AUB 114	Special Finishes	2
AUB 122	Non-Structural Damage II	4
AUB 141	Mechanical and Electrical Components I	3
AUB 162	Autobody Estimating	2
CIS 111	Basic PC Literacy	2
TRN 140A	Transport Climate Control Lab	2

Total Credits **46**

FALL SEMESTER I	**SUMMER SEMESTER I**
AUB 111	AUB 114
AUB 121	AUB 136
AUB 131	AUB 162
CIS 111	TRN 140 / TRN 140A
TRN 110	

SPRING SEMESTER I
AUB 112
AUB 122
AUB 141
ENG 101
MAT 110
TRN 180

Collision Repair and Refinishing Technology

Certificate Program - C60130

Semester Hour Credits

I. Major Requirements

Fundamental Trans Skills

TRN 110	Intro to Transport Technology	2

Intermediate Trans Skills

TRN 180	Basic Welding for Transport	3

Required

AUB 111	Painting and Refinishing I	4
AUB 121	Non-Structural Damage I	3

Total Credits **12**

DAY

FALL SEMESTER I	**SPRING SEMESTER I**
AUB 111	TRN 110
AUB 121	TRN 180

EVENING

FALL SEMESTER I	**SPRING SEMESTER I**
TRN 110	AUB 111
TRN 180	AUB 121

Community Spanish Interpreter

A.A.S. DEGREE (A55370)

Associate in Applied Science Program - A55370

The Community Spanish Interpreter curriculum prepares individuals to work as entry-level bilingual professionals who will provide communication access in interview and interactive settings. In addition, this curriculum provides educational training for working professionals who want to acquire Spanish language skills.

Course work includes the acquisition of Spanish: grammar, structure, and sociolinguistic properties, cognitive processes associated with interpretation between Spanish and English; the structure and character of the Hispanic community; and acquisition of communication skills.

Graduates should qualify for entry-level jobs as para-professional bilingual employees in educational systems or a variety of community settings. Individuals may choose from part-time, full-time, or self-employment/free-lance positions, or apply language skills to other human service related areas.

Semester Hour Credits

I. General Education Requirements

ENG 111	Writing and Inquiry*[u]	3
ENG 114	Prof Research & Reporting*	3

Humanities/Fine Arts Electives

(Take 3 credits)

ART 111	Art Appreciation*[u]	3
ART 114	Art History Survey I*[u]	3
ART 115	Art History Survey II*[u]	3
ART 116	Survey of American Art*	3
ART 117	Non-Western Art History*	3
ART 131	Drawing I*	3
ART 171	Computer Art I*	3
ART 261	Photography I*	3
ART 283	Ceramics I*	3
DRA 111	Theatre Appreciation*	3
DRA 112	Literature of the Theatre*	3
DRA 122	Oral Interpretation*	3
DRA 211	Theatre History I*	3
DRA 212	Theatre History II*	3
ENG 131	Introduction to Literature*	3
ENG 132	Introduction to Drama*	3
ENG 231	American Literature I*[u]	3
ENG 232	American Literature II*[u]	3
ENG 233	Major American Writers*	3
ENG 241	British Literature I*[u]	3
ENG 242	British Literature II*[u]	3
ENG 261	World Literature I*	3
ENG 262	World Literature II*	3
ENG 273	African-American Literature*	3
ENG 274	Literature by Women*	3
HUM 110	Technology and Society*	3
HUM 115	Critical Thinking*	3
HUM 160	Introduction to Film*	3
PHI 215	Philosophical Issues*[u]	3
PHI 230	Introduction to Logic*	3
PHI 240	Introduction to Ethics*[u]	3
REL 110	World Religions*	3
REL 111	Eastern Religions*	3
REL 112	Western Religions*	3
REL 211	Intro to Old Testament*	3
REL 212	Intro to New Testament*	3
REL 221	Religion in America*	

Math/Natural Science Electives

(Take 3-4 credits)

BIO 110	Principles of Biology*[u]	4
CHM 131 /	Introduction to Chemistry*	3
CHM 131A	Introduction to Chemistry Lab*	1
GEL 111	Geology*[u]	4
GEL 113	Historical Geology*	4
GEL 230	Environmental Geology*	4
MAT 110	Math Measurement & Literacy	3
MAT 143	Quantitative Literacy*[u]	3
PHY 110 /	Conceptual Physics*[u]	3
PHY 110A	Conceptual Physics Lab*[u]	1

Social/Behavioral Science Electives

(Take 3 credits)

ANT 210	General Anthropology*	3
ECO 151	Survey of Economics*	3
ECO 251	Prin of Microeconomics*[u]	3
ECO 252	Prin of Macroeconomics*[u]	3
HIS 121	Western Civilization I*	3
HIS 122	Western Civilization II*	3
HIS 131	American History I*[u]	3
HIS 132	American History II*[u]	3
POL 120	American Government*[u]	3
POL 130	State & Local Government*	3
PSY 118	Interpersonal Psychology	3
PSY 150	General Psychology*[u]	3
SOC 210	Introduction to Sociology*[u]	3
SOC 213	Sociology of the Family*	3
SOC 220	Social Problems*	3

II. Major Requirements

SPA 111 /	Elementary Spanish I*	3
SPA 181	Spanish Lab I*	1
SPA 112 /	Elementary Spanish II*	3
SPA 182	Spanish Lab II*	1
SPA 120	Spanish for the Workplace	3
SPA 141	Culture and Civilization*	3
SPA 161	Cultural Immersion*	3
SPA 211 /	Intermediate Spanish I*	3
SPA 281	Spanish Lab III*	1

SPA 212 /	Intermediate Spanish II*	3
SPA 282	Spanish Lab IV*	1
SPA 215	Spanish Phonetics/Structure	3
SPA 221	Spanish Conversation*	3
SPA 231	Reading and Comprehension*	3
SPI 113	Intro to Spanish Interpretation	3
SPI 114	Analytical Skills Spanish Interp	3
SPI 213	Review of Grammar	3
SPI 214	Intro to Translation	3
WBL 111I	Work-Based Learning I	1
WBL 115I	Work-Based Learning Seminar I	1

III. Other Major Requirements
(Take 1 of 2 Groups)

Group 1

CIS 111	Basic PC Literacy	2
SPI 241	Legal Interpreting I	3
SPI 245	Community Interpreting I	3

Group 2

CIS 111	Basic PC Literacy	2
SPI 243	Medical Interpreting I	3
SPI 245	Community Interpreting I	3

IV. Other Major Requirements

SPI 221	Consecutive Interp I	3

Total Credits **74**

FALL SEMESTER I	FALL SEMESTER II
CIS 111	SPA 161
ENG 111	SPA 212 / SPA 282
SPA 111 / SPA 181	SPI 113
Math/Natural Science Elect	SPI 213
	SPI 114

SPRING SEMESTER I	SPRING SEMESTER II
ENG 114	SPA 120
SPA 112 / SPA 182	SPA 231
SPA 141	SPI 214
Social/Behav Science Elect	

SUMMER SEMESTER I	SUMMER SEMESTER II
SPA 211 / SPA 281	SPI 221
SPA 215	SPI 243 or SPI 241
SPA 221	WBL 111I
	WBL 115I
	Humanities/Fine Arts Elect

Computer-Integrated Machining

A.A.S. DEGREE (A50210)
CERTIFICATE (C50210)

Computer-Integrated Machining

Associate in Applied Science Program - A50210

The Computer-Integrated Machining curriculum prepares students with the analytical, creative and innovative skills necessary to take a production idea from an initial concept through design, development and production, resulting in a finished product.

Coursework may include manual machining, computer applications, engineering design, computer-aided drafting (CAD), computer-aided machining (CAM), blueprint interpretation, advanced computerized numeric control (CNC) equipment, basic and advanced machining operations, precision measurement and high-speed multi-axis machining.

Graduates should qualify for employment as machining technicians in high-tech manufacturing, rapid-prototyping and rapid-manufacturing industries, specialty machine shops, fabrication industries, and high-tech or emerging industries such as aerospace, aviation, medical, and renewable energy, and to sit for machining certification examinations.

Semester Hour Credits

I. General Education Requirements

COM 110	Introduction to Communication*	3
ENG 111	Writing and Inquiry*[u]	3
MAT 121	Algebra/Trig	3

Humanities/Fine Arts Electives
(Take 3 credits)

ART 111	Art Appreciation*[u]	3
ART 114	Art History Survey I*[u]	3
ART 115	Art History Survey II*[u]	3
ART 117	Non-Western Art History*	3
DRA 111	Theatre Appreciation*	3
DRA 122	Oral Interpretation*	3
DRA 211	Theatre History I*	3
DRA 212	Theatre History II*	3
HUM 110	Technology and Society*	3
HUM 115	Critical Thinking*	3
HUM 160	Introduction to Film*	3
MUS 110	Music Appreciation*[u]	3
MUS 112	Introduction to Jazz*[u]	3
MUS 113	American Music*	3
PHI 215	Philosophical Issues*[u]	3
PHI 240	Introduction to Ethics*[u]	3
REL 110	World Religions*	3
REL 111	Eastern Religions*	3
REL 112	Western Religions*	3
REL 211	Intro to Old Testament*	3
REL 212	Intro to New Testament*	3

Social/Behavioral Science Electives
(Take 3 credits)

HIS 121	Western Civilization I*	3
HIS 122	Western Civilization II*	3
HIS 131	American History I*[u]	3
HIS 132	American History II*[u]	3
POL 120	American Government*[u]	3
POL 130	State & Local Government*	3
PSY 118	Interpersonal Psychology	3
PSY 150	General Psychology*[u]	3
SOC 210	Introduction to Sociology*[u]	3
SOC 213	Sociology of the Family*	3
SOC 220	Social Problems*	3

II. Major Requirements

MAC 111	Machining Technology I	6
MAC 112	Machining Technology II	6
MAC 121	Intro to CNC	2
MAC 122	CNC Turning	2
MAC 124	CNC Milling	2
MAC 131	Blueprint Reading: MACH I	2

III. Other Major Requirements

DFT 119	Basic CAD	2
MAC 113	Machining Technology III	6
MAC 132	Blueprint Reading: MACH II	2
MAC 152	Advanced Machining Calculations	2
MAC 222	Advanced CNC Turning	2
MAC 224	Advanced CNC Milling	2
MAC 233	Applications in CNC Machining	6
MAC 241	Jigs and Fixtures I	4
MAC 245	Mold Construction I	4
MAC 248	Production Procedures	2
MEC 231	Comp-Aided Manufact I	3
MEC 232	Comp-Aided Manufact II	3

Total Credits 73

FALL SEMESTER I	FALL SEMESTER II
COM 110	MAC 113
MAC 111	MAC 224
MAC 121	MAC 241
MAC 131	MEC 232
MAT 121	

SPRING SEMESTER I	SPRING SEMESTER II
ENG 111	MAC 222
MAC 112	MAC 233
MAC 124	MAC 245
MAC 132	MAC 248
Social/Behav Science Elect	Humanities/Fine Arts Elect

SUMMER SEMESTER I
DFT 119
MAC 122
MAC 152
MEC 231

Computer-Integrated Machining
Certificate Program - C50210
(DAY AND EVENINGS)

Semester Hour Credits

I. Major Requirements

MAC 111	Machining Technology I	6
MAC 112	Machining Technology II	6
MAC 121	Intro to CNC	2
MAC 122	CNC Turning	2
MAC 124	CNC Milling	2

Total Credits 18

FALL SEMESTER I	SUMMER SEMESTER I
MAC 111	MAC 122
MAC 121	

SPRING SEMESTER I
MAC 112
MAC 124

Construction Management Technology

A.A.S. DEGREE (A35190)
CERTIFICATE (C35190)

Construction Management Technology

Associate in Applied Science Program - A35190

This curriculum is designed to prepare individuals for careers in the construction management field. Such positions may include project manager, superintendent, estimator, or foreman.

Course work includes safety, planning, scheduling, cost control, productivity, human relations, estimating, and building codes. Students will also gain proficiency in specific construction related skills.

Graduates should qualify for entry-level positions in the field of construction management.

Semester Hour Credits

I. General Education Requirements

English

ENG 111	Writing and Inquiry*[u]	3

Math

MAT 121	Algebra/Trigonometry I	3

Humanities/Fine Arts Electives
(Take 3 credits)

ART 111	Art Appreciation*[u]	3
ART 114	Art History Survey I*[u]	3
ART 115	Art History Survey II*[u]	3
ART 117	Non-Western Art History*	3
DRA 111	Theatre Appreciation*	3

DRA 122	Oral Interpretation*	3
DRA 211	Theatre History I*	3
DRA 212	Theatre History II*	3
HUM 110	Technology and Society*	3
HUM 115	Critical Thinking*	3
HUM 160	Introduction to Film*	3
HUM 230	Leadership Development*	3
MUS 110	Music Appreciation*^{u}	3
MUS 112	Introduction to Jazz*^{u}	3
MUS 113	American Music*	3
PHI 215	Philosophical Issues*^{u}	3
PHI 240	Introduction to Ethics*^{u}	3
REL 110	World Religions*	3
REL 111	Eastern Religions*	3
REL 112	Western Religions*	3
REL 211	Intro to Old Testament*	3
REL 212	Intro to New Testament*	3

Social/Behavioral Science Electives
(Take 3 credits)

ANT 210	General Anthropology*	3
ANT 220	Cultural Anthropology*	3
ANT 240	Archaeology*	3
ECO 151	Survey of Economics*	3
ECO 251	Prin of Microeconomics*^{u}	3
ECO 252	Prin of Macroeconomics*^{u}	3
HIS 121	Western Civilization I*	3
HIS 122	Western Civilization II*	3

Communications Electives
(Take 3 credits)

COM 110	Introduction to Communication*	3
COM 120	Intro to Interpersonal Com*	3
COM 231	Public Speaking*^{u}	3

II. Major Requirements
Technical Core

BPR 130	Print Reading-Construction	3
CMT 120	Codes and Inspections	3
CST 241	Planning/Estimating I	3
SST 140	Green Building and Design Concepts	3

Construction Mgmt Tech

ACC 120	Prin of Financial Accounting*	4
BUS 230	Small Business Mgmt	3
CMT 210	Construction Management Fund	3
CMT 212	Total Safety Performance	3

III. Other Major Requirements
Required

CIS 110	Introduction to Computers*	3
CMT 112	Construction Mgmt I	6
CMT 214	Planning and Scheduling	3
CMT 218	Human Relations Issues	3
CST 111	Construction I	4
DFT 151	CAD I	3

Construction Management Electives
(Take 5 credits)

AHR 110	Intro to Refrigeration	5
AHR 114	Heat Pump Technology	3
BUS 115	Business Law I*	3
CAR 111	Carpentry I	8
CST 150	Building Science	3
ELC 113	Residential Wiring	4
ELC 114	Commercial Wiring	4
SST 110	Intro to Sustainability	3

Total Credits **67**

FALL SEMESTER I	FALL SEMESTER II
BPR 130	BUS 230
CST 111	CMT 214
ENG 111	CST 241
SST 140	MAT 121
	Construction Mgmt Elect

SPRING SEMESTER I	SPRING SEMESTER II
CMT 112	CMT 218
CMT 210	Communications Elect
CMT 212	Construction Mgmt Elect
Humanities/Fine Arts Elect	Social/Behave Science Elect

SUMMER SEMESTER I
ACC 120
CIS 110
CMT 120
DFT 151

Construction Management Technology
Certificate Program - C35190

Semester Hour Credits

I. Major Requirements
Technical Core

BPR 130	Print Reading-Construction	3
CST 241	Planning/Estimating I	3

Construction Mgmt Tech

CMT 210	Construction Management Fund	3
CMT 212	Total Safety Performance	3

II. Other Major Requirements
Required

CMT 214	Planning and Scheduling	3

Total Credits **15**

FALL SEMESTER I	FALL SEMESTER II
BPR 130	CMT 214
	CST 241

SPRING SEMESTER I
CMT 210
CMT 212

Cosmetology

A.A.S. DEGREE (A55140)
DIPLOMA (D55140)
CERTIFICATE (C55140)
CERTIFICATE - COSMETOLOGY INSTRUCTOR (C55160)
CERTIFICATE - ESTHETICS (C55230) see Esthetics

Uniforms and name tags are required at an additional cost.

Students will be required to meet all applicable requirements of the State Board of Cosmetic Arts Rules and Regulations for graduation and licensure.

Cosmetology

Associate in Applied Science Program - A55140

The Cosmetology curriculum is designed to provide competency-based knowledge, scientific/artistic principles, and hands-on fundamentals associated with the cosmetology industry. The curriculum provides a simulated salon environment which enables students to develop manipulative skills. Course work includes instruction in all phases of professional imaging, hair design, chemical processes, skin care, nail care, multi-cultural practices, business/computer principles, product knowledge, and other selected topics. Graduates should qualify to sit for the State Board of Cosmetic Arts examination. Upon successfully passing the State Board exam, graduates will be issued a license. Employment is available in beauty salons and related businesses.

Semester Hour Credits

I. General Education Requirements
Required

ENG 111	Writing & Inquiry*[u]	3

Communications
(Take 3 credits)

COM 110	Introduction to Communication*	3
COM 231	Public Speaking*[u]	3

Humanities/Fine Arts Electives
(Take 3 credits)

ART 111	Art Appreciation*[u]	3
HUM 115	Critical Thinking*	3
MUS 110	Music Appreciation*[u]	3
PHI 210	History of Philosophy*	3

Social/Behavioral Sciences Electives
(Take 3 credits)

PSY 118	Interpersonal Psychology	3
PSY 150	General Psychology*[u]	3
SOC 210	Introduction to Sociology*[u]	3
SOC 240	Social Psychology*	3

Natural Sciences/Math

MAT 110	Math Measurement and Literacy	3

II. Major Requirements
Required

COS 111	Cosmetology Concepts I	4
COS 112	Salon	8
COS 113	Cosmetology Concepts II	4
COS 114	Salon	8
COS 115	Cosmetology Concepts III	4
COS 116	Salon	4

COS

COS 117	Cosmetology Concepts IV	2

III. Other Major Requirements

COS 118	Salon IV	7
COS 223	Contemporary Hair Color	2
COS 224	Trichology and Chemistry	2
COS 240	Contemporary Design	2
COS 260	Design Applications	2

IV. Other Requirements

CIS 111	Basic PC Literacy	2

Total Credits 66

FALL SEMESTER I
COS 111
COS 112

FALL SEMESTER II
COM 110 or COM 231
COS 117
COS 118
Social/Behav Science Elect

SPRING SEMESTER I
COS 113
COS 114

SPRING SEMESTER II
COS 223
COS 240
COS 260
CIS 111
ENG 111
Humanities/Fine Arts Elect

SUMMER SEMESTER I
COS 115
COS 116
COS 224
MAT 110

Cosmetology

Diploma Program - D55140

The Cosmetology curriculum is designed to provide competency-based knowledge, scientific/artistic principles, and hands-on fundamentals associated with the cosmetology industry. The curriculum provides a simulated salon environment which enables students to develop manipulative skills.

Course work includes instruction in all phases of professional imaging, hair design, chemical processes, skin care, nail care, multi-cultural practices, business/computer principles, product knowledge, and other selected topics.

Graduates should qualify to sit for the State Board of Cosmetic Arts examination. Upon successfully passing the State Board exam, graduates will be issued a license. Employment is available in beauty salons and as skin/nail specialists, platform artists, and related business.

The listed courses, CFCC Cosmetology competencies, NC State Board Performances and a minimum of 1500 hours are required for graduation.

This curriculum complies with the standard approved by the State Board of Community Colleges.

Semester Hour Credits

I. General Education Requirements
Required

ENG 101	Applied Communications I	3
ENG 102	Applied Communications II	3

II. Major Requirements
Required

COS 111	Cosmetology Concepts I	4
COS 112	Salon	8
COS 113	Cosmetology Concepts II	4
COS 114	Salon	8
COS 115	Cosmetology Concepts III	4
COS 116	Salon	4

Electives
(Take 1 of 2 Groups)

Group 1

COS 117	Cosmetology Concepts IV	2
COS 118	Salon IV	7

Group 2

COS 223	Contemporary Hair Color	2
COS 224	Trichology and Chemistry	2
COS 240	Contemporary Design	2
COS 260	Design Applications	2

Total Credits **46/47**

SEMESTER I
COS 111
COS 112
ENG 101

SEMESTER II
COS 113
COS 114
ENG 102

SEMESTER III
COS 115
COS 116

SEMESTER IV
Group 1 (preferred)
COS 117
COS 118
Or
Group 2
COS 223
COS 224
COS 240
COS 260

Cosmetology

Certificate Program - C55140

**Successful completion of this certificate program will give the student 1,200 hours of cosmetology training and allow the student to sit for the North Carolina State Board of Cosmetic Arts Apprenticeship License Examination. Passing the North Carolina written and practical exam will qualify the student to pay for and receive an apprenticeship license. The student must then complete a 1,040 hour mentorship with a licensed cosmetologist in order to earn a full cosmetology license.

Semester Hour Credits

I. Major Requirements
Required

COS 111	Cosmetology Concepts I	4
COS 112	Salon	8
COS 113	Cosmetology Concepts II	4
COS 114	Salon	8
COS 115	Cosmetology Concepts III	4
COS 116	Salon	4

II. Other Major Requirements
(Take 2 credits)

COS 223	Contemporary Hair Color	2
COS 224	Trichology and Chemistry	2
COS 240	Contemporary Design	2
COS 260	Design Applications	2

Total Credits **34**

FALL SEMESTER I
COS 111
COS 112

SPRING SEMESTER I
COS 113
COS 114
Cosmetology Elect

SUMMER SEMESTER I
COS 115
COS 116

Cosmetology
COSMETOLOGY INSTRUCTOR

Certificate Program - C55160

To enter program, student must be a licensed cosmetologist.

Semester Hour Credits

I. Major Requirements

COS 271	Instructors Concepts I	5
COS 272	Instructors Practicum I	7
COS 273	Instructors Concepts II	5
COS 274	Instructors Practicum II	7

Total Credits **24**

Because the State mandates a minimum number of contact hours for State Certification, this class may exceed the limits for a standard certificate class.

FALL SEMESTER I
COS 271
COS 272

SPRING SEMESTER I
COS 273
COS 274

Criminal Justice Technology

A.A.S. DEGREE (A55180)
CERTIFICATE (C55180)
CERTIFICATE - INDUSTRIAL SECURITY (C55180S)
CERTIFICATE - LEADERSHIP (C55180L)

Criminal Justice Technology

Associate in Applied Science Program - A55180

The Criminal Justice Technology curriculum is designed with a core of courses to afford one the opportunity to acquire basic knowledge, skills and attitudes in the generally accepted subject areas associated with a two-year study of law enforcement services. It includes subjects such as interpersonal communications, law, psychology and sociology.

In addition to core subjects, students are given instruction in topic areas where they will become exposed to and need knowledge of in order to become entry level professionals within the criminal justice community such as, but not limited to areas of study such as the correctional services program such as confinement facility administration, correctional law, counseling, probation-parole services and rehabilitation options. Similarly, the law enforcement option provides an opportunity to study other generally accepted subjects included in a law enforcement services program such as criminal behavior, criminal investigation, patrol operation, traffic management, and other aspects of law enforcement administration and operations. The security services option provides an opportunity to study other generally accepted subjects related to a security services program such as accident prevention and safety management, common carrier protection, fire prevention, private security, industrial security, retail security, security systems cyber security, private investigations and surveillance.

Job opportunities are available with federal, state, county and municipal governments. In addition, knowledge, skills and attitudes acquired in this course of study qualify one for job opportunities with private enterprise in such areas as industrial, retail physical, cyber, and private security.

Semester Hour Credits

I. General Education Requirements
Communications Electives
(Take 1 of 2 Groups)

Group 1

ENG 111	Writing and Inquiry*[u]	3
ENG 112	Writing/Research in the Disc*[u]	3

Group 2

ENG 111	Writing and Inquiry*[u]	3
ENG 114	Prof Research & Reporting*	3

Math/Science

MAT 143	Quantitative Literacy*[u]	3

Social Behavioral Sciences

SOC 210	Intro to Sociology*[u]	3

Humanities/Fine Arts Electives
(Take 3 credits)

ART 111	Art Appreciation*[u]	3
ART 114	Art History Survey I*[u]	3
ART 115	Art History Survey II*[u]	3
ART 116	Survey of American Art*	3
ART 117	Non-Western Art History*	3
ART 131	Drawing I*	3
ART 261	Photography I*	3
ART 283	Ceramics I*	3
DRA 111	Theatre Appreciation*	3
DRA 112	Literature of the Theatre*	3
DRA 122	Oral Interpretation*	3
DRA 211	Theatre History I*	3
DRA 212	Theatre History II*	3
HUM 110	Technology and Society*	3
HUM 115	Critical Thinking*	3
HUM 160	Introduction to Film*	3
MUS 110	Music Appreciation*[u]	3
MUS 112	Introduction to Jazz*[u]	3
MUS 113	American Music*	3
MUS 114	Non-Western Music*	3
MUS 213	Opera and Musical Theatre*	3
PHI 215	Philosophical Issues*[u]	3
PHI 230	Introduction to Logic*	3
PHI 240	Introduction to Ethics*[u]	3
REL 110	World Religions*	3
REL 111	Eastern Religions*	3
REL 112	Western Religions*	3
REL 211	Intro to Old Testament*	3
REL 212	Intro to New Testament*	3
REL 221	Religion in America*	3
SPA 181	Spanish Lab 1*	1

II. Major Requirements

CJC 111	Introduction to Criminal Justice*	3
CJC 112	Criminology	3
CJC 113	Juvenile Justice	3
CJC 131	Criminal Law	3
CJC 212	Ethics & Community Relations	3
CJC 221	Investigative Principal	4
CJC 231	Constitutional Law	3

III. Other Major Requirements
Required

CIS 110	Introduction to Computers*	3
CJC 121	Law Enforcement Operations*	3
CJC 141	Corrections*	3
COM 231	Public Speaking*[u]	3
PSY 150	General Psychology*[u]	3

Required Language Course
(Take 1 of 2 Groups)

Group 1

ASL 111 /	Elementary ASL I*	3
ASL 181	ASL Lab 1*	1

Group 2

SPA 111 /	Elementary Spanish I*	3
SPA 181	Spanish Lab 1*	1

Criminal Justice Technology Electives
(Take 6 credits)

BUS 253	Leadership and Mgt Skills	3
CJC 120	Interview/Interrogations	2
CJC 122	Community Policing	3
CJC 160	Terrorism: Underlying Issues	3
CJC 213	Substance Abuse	3
CJC 214	Victimology	3
CJC 222	Criminalistics	3
CJC 225	Crisis Intervention	3
CJC 240	Law Enfor Mgt. & Supervis	3
WBL 111J	Work-Based Learning I	1
WBL 115J	Work-Based Learning Seminar I	1

Other Required
(Take 4 credits)

BIO 110	Principles of Biology*^{u}	4
BIO 111	General Biology I*^{u}	4

Total Credits **66**

FALL SEMESTER I	**FALL SEMESTER II**
CJC 111	CJC 221
CJC 131	COM 231
ENG 111	ENG 112 or ENG 114
Required Language Elect	SOC 210

SPRING SEMESTER I	**SPRING SEMESTER II**
BIO 110 or BIO 111	CJC 231
CIS 110	MAT 143
CJC 112	PSY 150
CJC 121	Criminal Justice Tech Elect
Humanities/Fine Arts Elect	

SUMMER SEMESTER I
CJC 113
CJC 141
CJC 212
Criminal Justice Tech Elect

Criminal Justice Technology
Certificate Program - C55180

Semester Hour Credits

I. Major Requirements

CJC 111	Introduction to Criminal Justice*	3
CJC 221	Investigative Principal	4

II. Other Major Requirements
Required

CJC 121	Law Enforcement Operations*	3
CJC 141	Corrections*	3

Total Credits **13**

FALL SEMESTER I	**SPRING SEMESTER I**
CJC 111	CJC 141
CJC 121	CJC 221

Criminal Justice Technology
INDUSTRIAL SECURITY
Certificate Program - C55180S

Semester Hour Credits

I. Major Requirements

CJC 111	Introduction to Criminal Justice*	3
CJC 221	Investigative Principal	4

II. Other Major Requirements
Electives

CJC 214	Victimology	3
CJC 225	Crisis Intervention	3

Total Credits **15**

FALL SEMESTER I	**SPRING SEMESTER I**
CJC 111	CJC 214
CJC 225	CJC 221

Criminal Justice Technology
LEADERSHIP
Certificate Program - C55180L

Semester Hour Credits

I. General Education Requirements
Communications

ENG 111	Writing and Inquiry*^{u}	3

Humanities/Fine Arts Electives

HUM 115	Critical Thinking*	3

II. Major Requirements

CJC 212	Ethics & Community Relations	3

III. Other Major Requirements
Criminal Justice Technology Electives

BUS 253	Leadership and Mgt Skills	3
CJC 225	Crisis Intervention	3
CJC 240	Law Enfor Mgt. & Supervis	3

Total Credits **18**

FALL SEMESTER I	**SPRING SEMESTER I**
BUS 253	CJC 212
CJC 225	CJC 240
HUM 115	ENG 111

Culinary Arts

A.A.S. DEGREE (A55150)
DIPLOMA (D55150)

Students are responsible for purchasing their own uniforms and knife kit.

Culinary Arts

Associate in Applied Science Program - A55150

This curriculum provides specific training required to prepare students to assume positions as trained culinary professionals in a variety of foodservice settings including full service restaurants, hotels, resorts, clubs, catering operations, contract foodservice and health care facilities.

Students will be provided theoretical knowledge/practical applications that provide critical competencies to meet industry demands, including environmental stewardship, operational efficiencies and professionalism. Courses include sanitation/safety, baking, garde manger, culinary fundamentals/production skills, nutrition, customer service, purchasing/cost control, and human resource management.

Graduates should qualify for entry-level opportunities including prep cook, line cook, and station chef. American Culinary Federation certification may be available to graduates. With experience, graduates may advance to positions including sous chef, pastry chef, executive chef, or foodservice manager.

Semester Hour Credits

I. General Education Requirements

ENG 111	Writing and Inquiry*^{u}	3
MAT 110	Math Measurement & Literacy	3

Communications
(Take 3 credits)

COM 110	Introduction to Communication*	3
COM 231	Public Speaking*^{u}	3

Humanities/Fine Arts Electives
(Take 3 credits)

ART 111	Art Appreciation*^{u}	3
ART 114	Art History Survey I*^{u}	3
ART 115	Art History Survey II*^{u}	3
ART 116	Survey of American Art*	3
ART 117	Non-Western Art History*	3
ART 131	Drawing I*	3
ART 171	Computer Art I*	3
ART 261	Photography I*	3
ART 283	Ceramics I*	3
DRA 111	Theatre Appreciation*	3
DRA 122	Oral Interpretation*	3
DRA 126	Storytelling*	3
DRA 211	Theatre History I*	3
DRA 212	Theatre History II*	3
HUM 110	Technology and Society*	3
HUM 115	Critical Thinking*	3
HUM 130	Myth in Human Culture*	3
HUM 160	Introduction to Film*	3
HUM 220	Human Values and Meaning*	3
MUS 110	Music Appreciation*^{u}	3
MUS 112	Introduction to Jazz*^{u}	3
MUS 113	American Music*	3
MUS 210	History of Rock Music*	3
MUS 211	History of Country Music*	3
PHI 210	History of Philosophy*	3
PHI 215	Philosophical Issues*^{u}	3
PHI 220	Western Philosophy I*	3
PHI 221	Western Philosophy II	3
PHI 230	Introduction to Logic*	3
PHI 240	Introduction to Ethics*^{u}	3
REL 110	World Religions*	3
REL 111	Eastern Religions*	3
REL 112	Western Religions*	3
REL 211	Intro to Old Testament*	3
REL 212	Intro to New Testament*	3
REL 221	Religion in America*	3

Social/Behavioral Science Electives
(Take 3 credits)

ANT 210	General Anthropology*	3
ANT 220	Cultural Anthropology*	3
ANT 240	Archaeology*	3
ECO 151	Survey of Economics*	3
ECO 251	Prin of Microeconomics*^{u}	3
ECO 252	Prin of Macroeconomics*^{u}	3
HIS 121	Western Civilization I*	3
HIS 122	Western Civilization II*	3
HIS 131	American History I*^{u}	3
HIS 132	American History II*^{u}	3
POL 110	Intro Political Science*	3
POL 120	American Government*^{u}	3
POL 130	State & Local Government*	3
POL 210	Comparative Government*	3
POL 220	International Relations*	3
PSY 118	Interpersonal Psychology	3
PSY 150	General Psychology*^{u}	3
PSY 241	Developmental Psych*	3
PSY 281	Abnormal Psychology*	3
SOC 210	Introduction to Sociology*^{u}	3
SOC 213	Sociology of the Family*	3
SOC 220	Social Problems*	3
SOC 230	Race and Ethnic Relations*	3
SOC 240	Social Psychology*	3

II. Major Requirements
(Take 30 credits)

CUL 110	Sanitation & Safety	2
CUL 140	Culinary Skills I	5
CUL 160	Baking I	3
CUL 170	Garde Manger I	3
CUL 240	Culinary Skills II	5
HRM 124	Guest Service Management	3
HRM 220	Cost Control-Food & Bev	3
HRM 245	Human Resource Mgmt-Hosp	3
NUT 110	Nutrition	3

Major Elective
(Take 3 credits)

CUL 135 /	Food & Beverage Service	2
CUL 135A	Food & Beverage Serv Lab	1
HRM 124	Guest Service Management	3

Work Based Learning Elective
(Take 2 credits)

WBL 111K	Work-Based Learning I	1
WBL 112K	Work-Based Learning I	2
WBL 121K	Work-Based Learning II	1

III. Other Major Requirements
(Take 9 credits)

CIS 111	Basic PC Literacy	2
CUL 110A	Sanitation & Safety Lab	1
CUL 130	Menu Design	2
CUL 150	Food Science	2
HRM 220A	Cost Control-Food & Bev Lab	1
WBL 115K	Work-Based Learning Seminar I	1

Culinary Arts Elective I
(Take 3 credits)

CUL 120 /	Purchasing	2
CUL 120A	Purchasing Lab	1
HRM 260	Procurement for Hosp	3

Culinary Arts Electives II
(Take 5 credits)

CUL 230	Global Cuisines	5
CUL 245	Contemporary Cuisines	5
CUL 250	Classical Cuisine	5

Culinary Arts Electives III
(Take 5 credits)

CUL 214	Wine Appreciation	2
CUL 260	Baking II	3
CUL 270	Garde Manger II	3
CUL 275	Catering Cuisine	5
CUL 280	Pastries and Confections	3
CUL 283	Farm-to-Table	5
CUL 285	Competition Fundamentals	3
HRM 225	Beverage Management	3
WBL 125K	Work-Based Learning Seminar II	1
WBL 131K	Work-Based Learning III	1

Total Credits 69

FALL SEMESTER I	FALL SEMESTER II
CUL 110 / CUL 110A	CIS 111
CUL 140	HRM 220 / HRM 220A
CUL 150	Culinary Arts Elect I
CUL 160	Culinary Arts Elect II or Culinary Arts Elect III

SPRING SEMESTER I	SPRING SEMESTER II
CUL 170	CUL 130
CUL 240	HRM 245
ENG 111	WBL 111K*
NUT 110	WBL 115K
Major Elect	Culinary Arts Elect II or Culinary Arts Elect III

SUMMER SEMESTER I	SUMMER SEMESTER II
COM 110 or COM 231	MAT 110
WBL 121K*	Humanities/Fine Arts Elect or Social/Behav Science Elect
WBL 125K	
Humanities/Fine Arts Elect or Social/Behav Science Elect	

*Students may take WBL 112K (320 hrs) in lieu of taking WBL 111K (160 hrs) & WBL 121K (160 hrs)

Culinary Arts

Diploma Program - D55150

Semester Hour Credits

I. General Education Requirements

Communications
(Take 3 credits)

COM 110	Introduction to Communication*	3
COM 231	Public Speaking*^{u}	3

Social/Behavioral Science Electives
(Take 3 credits)

ANT 210	General Anthropology*	3
ANT 220	Cultural Anthropology*	3
ANT 240	Archaeology*	3
ECO 151	Survey of Economics*	3
ECO 251	Prin of Microeconomics*^{u}	3
ECO 252	Prin of Macroeconomics*^{u}	3
HIS 121	Western Civilization I*	3
HIS 122	Western Civilization II*	3
HIS 131	American History I*^{u}	3
HIS 132	American History II*^{u}	3
POL 110	Intro Political Science*	3
POL 120	American Government*^{u}	3
POL 130	State & Local Government*	3
POL 210	Comparative Government*	3
POL 220	International Relations*	3
PSY 118	Interpersonal Psychology	3
PSY 150	General Psychology*^{u}	3
PSY 241	Developmental Psych*	3
PSY 281	Abnormal Psychology*	3
SOC 210	Introduction to Sociology*^{u}	3
SOC 213	Sociology of the Family*	3

SOC 220	Social Problems*	3
SOC 230	Race and Ethnic Relations*	3
SOC 240	Social Psychology*	3

II. Major Requirements

CUL 110	Sanitation & Safety	2
CUL 140	Culinary Skills I	5
CUL 160	Baking I	3
CUL 170	Garde Manger I	3
CUL 240	Culinary Skills II	5
HRM 245	Human Resource Mgmt-Hosp	3
NUT 110	Nutrition	3

III. Other Major Requirements

CUL 110A	Sanitation & Safety Lab	1
CUL 130	Menu Design	2
CUL 230	Global Cuisines	5

Electives
(Take 1 of 2 Groups)

Group 1

CUL 120	Purchasing	2
CUL 120A	Purchasing Lab	1

Group 2

HRM 260	Procurement for Hosp	3

Total Credits **41**

FALL SEMESTER I
CUL 110 / CUL 110A
CUL 120 / CUL 120A
CUL 140
CUL 160

SUMMER SEMESTER I
COM 110 or COM 231
Social/Behav Science Elect

SPRING SEMESTER I
CUL 130
CUL 170
CUL 230
HRM 245
NUT 110

Dental Assisting

DIPLOMA (D45240)

This program has selective admission requirements. Contact the Counseling Office for information and application deadlines.

Diploma Program - D45240
The Dental Assisting curriculum prepares individuals to assist the dentist in the delivery of dental treatment and to function as integral members of the dental team while performing chairside and related office and laboratory procedures.

Course work includes instruction in general studies, biomedical sciences, dental sciences, clinical sciences, and clinical practice. A combination of lecture, laboratory, and clinical experiences provide students with knowledge in infection/hazard control, radiography, dental materials, preventive dentistry, and clinical procedures.

Graduates may be eligible to take the Dental Assisting National Board Examination to become Certified Dental Assistants. As a Dental Assistant II, defined by the Dental Laws of North Carolina, graduates work in dental offices and other related areas.

The program in Dental Assisting is accredited by the Commission on Dental Accreditation and has been granted the accreditation status of accreditation without reporting requirements. The Commission is a specialized accrediting body recognized by the United States Department of Education.

The Commission on Dental Accreditation will review complaints that relate to a program's compliance with the accreditation standards. The Commission is interested in the sustained quality and continued improvement of dental and dental-related education programs, but it does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion or dismissal of faculty, staff or students.

A copy of the appropriate accreditation standards and/or the Commission's policy and procedure for submission of complaints may be obtained by contacting the Commission at 211 East Chicago Avenue, Chicago, IL 60611 or by calling 1-800-621-8099 extension 4653.

Semester Hour Credits

I. General Education Requirements
Required
(Take 1 of 3 Groups)

Group 1

ENG 102	Applied Communications II	3

Group 2

ENG 111	Writing and Inquiry*[u]	3
ENG 114	Prof Research & Reporting*	3

Group 3

ENG 111	Writing and Inquiry*[u]	3
COM 231	Public Speaking*[u]	3

Social/Behavioral Science Electives
(Take 3 credits)

PSY 118	Interpersonal Psychology	3
PSY 150	General Psychology*[u]	3
SOC 240	Social Psychology*	3

Natural Science/Math Electives
(Take 1 of 3 Groups)

Group 1

BIO 106	Anatomy/Physiology/Microbiology	3

Group 2

BIO 168	Anatomy & Physiology I*	4
BIO 169	Anatomy & Physiology II*	4
BIO 175	General Microbiology*	3

Group 3

BIO 163	Basic Anat & Physiology*	5
BIO 175	General Microbiology*	3

II. Major Requirements

DEN 100	Basic Orofacial Anatomy	2
DEN 101	Preclinical Procedures	7
DEN 102	Dental Materials	5
DEN 103	Dental Sciences	2
DEN 104	Dental Health Education	3
DEN 105	Practice Management	2
DEN 106	Clinical Practice I	5
DEN 107	Clinical Practice II	5
DEN 111	Infection/Hazard Control	2
DEN 112	Dental Radiography	3

III. Other Major Requirements
(Take 2-3 credits)

CIS 110	Introduction to Computers*	3
CIS 111	Basic PC Literacy	2

Total Credits 47/48

FALL SEMESTER I
CIS 110 or CIS 111
DEN 100
DEN 101
DEN 102
DEN 111

SUMMER SEMESTER I
COM 110
DEN 105
DEN 107
English Elect
Math/Natural Science Elect

SPRING SEMESTER I
DEN 103
DEN 104
DEN 106
DEN 112
Social/Behav Science Elect

Note: There are additional requirements for equipment, insurance, books, and vaccinations. These requirements and expenses are outlined in the Dental Assisting information packet, available upon admittance.

Dental Hygiene

A.A.S. DEGREE (A45260)

This program has selective admission requirements. Contact the Counseling Office for information and application deadlines.

Associate in Applied Science Program - A45260
The Dental Hygiene curriculum provides individuals with the knowledge and skills to assess, plan, implement, and evaluate dental hygiene care for the individual and the community.

Students will learn to prepare the operatory, take patient histories, note abnormalities, plan care, teach oral hygiene, clean teeth, take x-rays, apply preventive agents, complete necessary chart entries, and perform other procedures related to dental hygiene care.

Graduates of this program may be eligible to take national and state/regional examinations for licensure which are required to practice dental hygiene. Employment opportunities include dental offices, clinics, schools, public health agencies, industry, and professional education.

The program in dental hygiene is accredited by the Commission on Dental Accreditation and has been granted the accreditation status of accreditation without reporting requirements. The Commission is a specialized accrediting body recognized by the United States Department of Education.

The Commission on Dental Accreditation will review complaints that relate to a program's compliance with the accreditation standards. The Commission is interested in the sustained quality and continued improvement of dental and dental-related education programs but does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion or dismissal of faculty, staff or students.

A copy of the appropriate accreditation standards and/or the Commission's policy and procedure for submission of complaints may be obtained by contacting the Commission at 211 East Chicago Avenue, Chicago, IL 60611 or by calling 1-800-621-8099 extension 4653.

Semester Hour Credits

I. General Education Requirements
Required

BIO 169	Anatomy and Physiology II*	4
ENG 111	Writing and Inquiry*[u]	3
ENG 114	Prof Research & Reporting*	3
SOC 240	Social Psychology*	3

Humanities/Fine Arts Electives
(Take 3 credits)

ART 111	Art Appreciation*[u]	3
ART 114	Art History Survey I*[u]	3
ART 115	Art History Survey II*[u]	3

ART 116	Survey of American Art*	3
ART 117	Non-Western Art History*	3
DRA 111	Theatre Appreciation*	3
DRA 112	Literature of the Theatre*	3
HUM 115	Critical Thinking*	3
MUS 110	Music Appreciation*[u]	3
MUS 112	Introduction to Jazz*[u]	3
MUS 113	American Music*	3
MUS 114	Non-Western Music*	3
PHI 230	Introduction to Logic*	3
PHI 240	Introduction to Ethics*[u]	3
REL 110	World Religions*	3
REL 111	Eastern Religions*	3
REL 112	Western Religions*	3

II. Major Requirements

BIO 175	General Microbiology*	3
DEN 110	Orofacial Anatomy	3
DEN 111	Infection/Hazard Control	2
DEN 112	Dental Radiography	3
DEN 120	Dental Hygiene Preclinic Lecture	2
DEN 121	Dental Hygiene Preclinic Lab	2
DEN 123	Nutrition/Dental Health	2
DEN 124	Periodontology	2
DEN 130	Dental Hygiene Theory I	2
DEN 131	Dental Hygiene Clinic I	3
DEN 140	Dental Hygiene Theory II	1
DEN 141	Dental Hygiene Clinic II	2
DEN 220	Dental Hygiene Theory III	2
DEN 221	Dental Hygiene Clinic III	4
DEN 222	General & Oral Pathology	2
DEN 223	Dental Pharmacology	2
DEN 224	Materials and Procedures	2
DEN 230	Dental Hygiene Theory IV	1
DEN 231	Dental Hygiene Clinic IV	4
DEN 232	Community Dental Health	3
DEN 233	Professional Development	2

Anatomy & Physiology

BIO 168	Anatomy and Physiology I*	4

III. Other Major Requirements

Chemistry

CHM 130	Gen, Org, & Biochemistry*	3

Dental Hygiene

DEN 125	Dental Office Emergencies	1

Computer Literacy

(Take 2-3 credits)

CIS 110	Introduction to Computers*	3
CIS 111	Basic PC Literacy	2

Total Credits ... 75/76

FALL SEMESTER I	**FALL SEMESTER II**
BIO 168	CHM 130
DEN 110	DEN 123
DEN 111	DEN 220
DEN 112	DEN 221
DEN 120 / DEN 121	DEN 224
	SOC 240

SPRING SEMESTER I	**SPRING SEMESTER II**
BIO 169	DEN 230
CIS 110 or CIS 111	DEN 231
DEN 124	DEN 232
DEN 130	DEN 233
DEN 131	ENG 114
DEN 223	Humanities/Fine Arts Elect
ENG 111	

SUMMER SEMESTER I

BIO 175
DEN 125
DEN 140
DEN 141
DEN 222

There are additional requirements for insurance, instruments, books, criminal background checks, drug screens, medical physical exam, and vaccinations. These requirements and expenses are outlined in the Dental Hygiene Information Packet available upon admittance.

Diesel and Heavy Equipment Technology

A.A.S. DEGREE (A60460)
DIPLOMA (D60460)
CERTIFICATE (C60460)

Diesel and Heavy Equipment Technology

Associate in Applied Science Program - A60460

This curriculum provides training for individuals interested in becoming technicians who service and maintain the propulsion systems of boats and other types of marine and industrial equipment.

The course work includes the maintenance and repair procedures of mechanical, electrical, hydraulics equipment used on marine systems. Students will inspect and test equipment to determine the cause of faulty operation, and then repair and replace defective parts.

Graduates of the curriculum should qualify as marine technicians which may be employed in marinas, shipyards, industrial and trucking industries.

Semester Hour Credits

I. General Education Requirements

Required

ENG 111	Writing and Inquiry*^{u}	3

English Composition

ENG 114	Prof Research & Reporting*	3

Mathematics

MAT 110	Math Measurement & Literacy	3

Humanities/Fine Arts Elective

ART 111	Art Appreciation*^{u}	3
ART 114	Art History Survey I*^{u}	3
ART 115	Art History Survey II*^{u}	3
ART 116	Survey of American Art*	3
ART 117	Non-Western Art History*	3
ART 131	Drawing I*	3
ART 171	Computer Art I*	3
ART 261	Photography I*	3
ART 283	Ceramics I*	3
DRA 111	Theatre Appreciation*	3
DRA 122	Oral Interpretation*	3
DRA 126	Storytelling*	3
DRA 211	Theatre History I*	3
DRA 212	Theatre History II*	3
ENG 131	Introduction to Literature*	3
ENG 231	American Literature I*^{u}	3
ENG 232	American Literature I*^{u} I	3
ENG 233	Major American Writers*	3
ENG 241	British Literature I*^{u}	3
ENG 242	British Literature II*^{u}	3
ENG 261	World Literature I*	3
ENG 262	World Literature II*	3
HUM 110	Technology and Society*	3
HUM 115	Critical Thinking*	3
HUM 130	Myth in Human Culture*	3
HUM 160	Introduction to Film*	3
HUM 220	Human Values and Meaning*	3
MUS 110	Music Appreciation*^{u}	3
MUS 112	Introduction to Jazz*^{u}	3
MUS 113	American Music*	3
MUS 210	History of Rock Music*	3
MUS 211	History of Country Music*	3
PHI 210	History of Philosophy*	3
PHI 215	Philosophical Issues*^{u}	3
PHI 220	Western Philosophy I*	3
PHI 221	Western Philosophy II	3
PHI 230	Introduction to Logic*	3
PHI 240	Introduction to Ethics*^{u}	3
REL 110	World Religions*	3
REL 111	Eastern Religions*	3
REL 112	Western Religions*	3
REL 211	Intro to Old Testament*	3
REL 212	Intro to New Testament*	3
REL 221	Religion in America*	3

Social/Behavioral Science Elective

ANT 210	General Anthropology*	3
ANT 220	Cultural Anthropology*	3
ANT 240	Archaeology*	3
ECO 151	Survey of Economics*	3
ECO 251	Prin of Microeconomics*^{u}	3
ECO 252	Prin of Macroeconomics*^{u}	3
HIS 115	Intro to Global History*	3
HIS 121	Western Civilization I*	3
HIS 122	Western Civilization II*	3
HIS 131	American History I*^{u}	3
HIS 132	American History II*^{u}	3
POL 110	Intro Political Science*	3
POL 120	American Government*^{u}	3
POL 130	State & Local Government*	3
POL 210	Comparative Government*	3
POL 220	International Relations*	3
PSY 118	Interpersonal Psychology	3
PSY 150	General Psychology*^{u}	3
PSY 241	Developmental Psych*	3
PSY 281	Abnormal Psychology*	3
SOC 210	Introduction to Sociology*^{u}	3
SOC 213	Sociology of the Family*	3
SOC 220	Social Problems*	3
SOC 230	Race and Ethnic Relations*	3
SOC 240	Social Psychology*	3

II. Major Requirements

Fundamental Trans Skills

TRN 110	Intro to Transport Technology	2
HET 134	Diesel Fuel & Power Systems	3

Intermediate Trans Skills

TRN 120	Basic Transport Electricity	5

Specialized Trans Skills

TRN 140	Transport Climate Control	2

Diesel and Heavy Equipment

HET 110	Diesel Engines	6
HET 114	Power Trains	5
HET 125	Preventive Maintenance	2
MRN 121	Marine Engines	4
MRN 147	Marine Power Trains	4
MRN 150	Adv Marine Electrical Systems	5

III. Other Major Requirements

CIS 111	Basic PC Literacy	2
HET 115	Electronic Engines	3
HET 128	Medium/Heavy Duty Tune Up	2
HET 229	Brakes and Steering	2
HET 230	Air Brakes	2
HYD 112	Hydraulics/Medium/Heavy Duty	2
TRN 140A	Transport Climate Control Lab	2
WLD 112	Basic Welding Processes	2

Total Credits **70**

FALL SEMESTER I	FALL SEMESTER II
HET 125	HET 114
HET 134	HET 229
TRN 110	HET 230
TRN 120	HYD 112
ENG 111	Humanities/Fine Arts Elect

SPRING SEMESTER I	SPRING SEMESTER II
CIS 111	HET 128
ENG 114	MAT 110
HET 110	MRN 150
MRN 121	TRN 140 / TRN 140A
	Social/Behav Science Elect

SUMMER SEMESTER I
HET 115
MRN 147
WLD 112

Diesel and Heavy Equipment Technology

Diploma Program - D60460

Semester Hour Credits

I. General Education Requirements
Required

ENG 111	Writing and Inquiry*u	3

Mathematics

MAT 110	Math Measurement & Literacy	3

II. Major Requirements
Fundamental Trans Skills

TRN 110	Intro to Transport Technology	2
HET 134	Diesel Fuel & Power Systems	3

Intermediate Trans Skills

TRN 120	Basic Transport Electricity	5

Diesel and Heavy Equipment

HET 110	Diesel Engines	6
MRN 121	Marine Engines	4
MRN 147	Marine Power Trains	4

III. Other Major Requirements

CIS 111	Basic PC Literacy	2
HET 115	Electronic Engines	3
WLD 112	Basic Welding Processes	2

Total Credits **37**

FALL SEMESTER I	SUMMER SEMESTER I
ENG 111	HET 115
HET 134	MRN 147
TRN 110	WLD 112
TRN 120	

SPRING SEMESTER I
CIS 111
HET 110
MAT 110
MRN 121

Diesel and Heavy Equipment Technology

Certificate Program - C60460

Semester Hour Credits

I. Requirements
Fundamental Trans Skills

TRN 110	Intro to Transport Technology	2

Intermediate Trans Skills

TRN 120	Basic Transport Electricity	5

Diesel and Heavy Equipment

HET 110	Diesel Engines	6
MRN 121	Marine Engines	4

Total Credits **17**

FALL SEMESTER I	SPRING SEMESTER I
TRN 110	HET 110
TRN 120	MRN 121

Drafting

See Mechanical Engineering Technology

Early Childhood Education

A.A.S. DEGREE (A55220)
DIPLOMA (D55220)
CERTIFICATE (C55220)

Early Childhood Education

Associate in Applied Science Program - A55220

The Early Childhood Education curriculum prepares individuals to work with children from infancy through middle childhood in diverse learning environments. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers.

Course work includes child growth and development; physical/nutritional needs of children; care and guidance of children; and communication skills with parents and children. Students will foster the cognitive/language, physical/motor, social/emotional and creative development of young children.

Graduates are prepared to plan and implement developmentally appropriate programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Head Start Programs, and school age programs.

Semester Hour Credits

I. General Education Requirements

ENG 111	Writing and Inquiry*[u]	3
ENG 114	Prof Research & Reporting*	3
MAT 110	Math Measurement and Literacy	3
PSY 150	General Psychology*[u]	3

Humanities/Fine Arts Electives
(Take 3 credits)

ART 111	Art Appreciation*[u]	3
ART 115	Art History Survey II*[u]	3
ART 116	Survey of American Art*	3
ART 117	Non-Western Art History*	3
ART 121	Two-Dimensional Design*	3
ART 131	Drawing I*	3
ART 171	Computer Art I*	3
ART 261	Photography I*	3
ART 283	Ceramics I*	3
DRA 111	Theatre Appreciation*	3
DRA 112	Literature of the Theatre*	3
DRA 122	Oral Interpretation*	3
DRA 211	Theatre History I*	3
DRA 212	Theatre History II*	3
HUM 110	Technology and Society*	3
HUM 115	Critical Thinking*	3
HUM 160	Introduction to Film*	3
MUS 110	Music Appreciation*[u]	3
MUS 112	Introduction to Jazz*[u]	3
MUS 113	American Music*	3
MUS 114	Non-Western Music*	3
MUS 213	Opera and Musical Theatre*	3
PHI 215	Philosophical Issues*[u]	3
PHI 230	Introduction to Logic*	3
PHI 240	Introduction to Ethics*[u]	3
REL 110	World Religions*	3
REL 111	Eastern Religions*	3
REL 112	Western Religions*	3
REL 211	Intro to Old Testament*	3
REL 212	Intro to New Testament*	3
REL 221	Religion in America*	3

II. Major Requirements

EDU 119	Intro to Early Child Education	4
EDU 131	Children, Family & Community	3
EDU 144	Child Development I	3
EDU 145	Child Development II	3
EDU 146	Child Guidance	3
EDU 151	Creative Activities	3
EDU 153	Health, Safety, Nutrition	3
EDU 221	Children with Exceptionalities	3
EDU 234	Infant, Toddler & Twos	3
EDU 271	Educational Technology	3
EDU 280	Language and Literacy Exp.	3
EDU 284	Early Childhood Capstone Practicum.	4

III. Other Major Requirements
Required

EDU 151A	Creative Activities Lab	1
EDU 234A	Infant, Toddler & Twos Lab	1
EDU 251	Exploration Activities	3
EDU 251A	Exploration Activities Lab	1
EDU 259	Early Childhood Curriculum Planning	3
EDU 280A	Language and Literacy Exp. Lab	1
SOC 210	Introduction to Sociology*[u]	3
SOC 213	Sociology of the Family*	3

Early Childhood Education Electives
(Take 2-3 credits)

EDU 114	Introduction to Family Childcare	3
EDU 188	Issues in Early Childhood	2
EDU 235	School Age Dev. & Program	3
EDU 261	Early Childhood Administration	3
EDU 262	Early Childhood Administration II	3
EDU 263	Dev. School Age Programs	2

Both EDU 261 and EDU 262 are required to meet requirements for the North Carolina Administration Credential

IV. Other Requirements

CIS 111	Basic PC Literacy	2

Total Credits 73/74

FALL SEMESTER I
EDU 119
EDU 151 / EDU 151A
ENG 111
MAT 110
PSY 150

FALL SEMESTER II
EDU 145
EDU 234 / EDU 234A
EDU 259
EDU 271
EDU 280 / EDU 280A
Humanities/Fine Arts Elect
(if not taken in Summer)

SPRING SEMESTER I
EDU 131
EDU 144
EDU 146
EDU 153
SOC 210
Early Childhood Ed Elect

SPRING SEMESTER II
EDU 221
EDU 251 / EDU 251A
EDU 284
SOC 213

SUMMER SEMESTER I
CIS 111
ENG 114
Humanities/Fine Arts Elect (if offered)

Early Childhood Education

Diploma Program - D55220

		Semester Hour Credits
I. General Education Requirements		
ENG 111	Writing and Inquiry*[u]	3
PSY 150	General Psychology*[u]	3
II. Major Requirements		
EDU 119	Intro to Early Child Education	4
EDU 131	Children, Family & Community	3
EDU 144	Child Development I	3
EDU 145	Child Development II	3
EDU 146	Child Guidance	3
EDU 151	Creative Activities	3
EDU 153	Health, Safety and Nutrition	3
EDU 221	Children with Exceptionalities	3
EDU 234	Infants, Toddlers and Twos	3
EDU 284	Early Childhood Capstone Practicum	4
III. Other Major Requirements		
EDU 151A	Creative Activities Lab	1
EDU 234A	Infants, Toddlers and Twos Lab	1
EDU 259	Curriculum Planning	3
IV. Other Requirements		
CIS 111	Basic PC Literacy	2
Total Credits		**45**

FALL SEMESTER I
EDU 119
EDU 151 / EDU 151A
ENG 111
PSY 150

FALL SEMESTER II
EDU 145
EDU 234 / EDU 234A
EDU 259

SPRING SEMESTER I
EDU 131
EDU 144
EDU 146
EDU 153

SPRING SEMESTER II
EDU 221
EDU 284

SUMMER SEMESTER I
CIS 111

Early Childhood Education

Certificate Program - C55220

		Semester Hour Credits
I. General Education Requirements		
PSY 150	General Psychology*[u]	3
II. Major Requirements		
EDU 119	Intro to Early Child Education	4
EDU 131	Child, Family and Community	3
EDU 146	Child Guidance	3
EDU 153	Health, Safety and Nutrition	3
Total Credits		**16**

FALL SEMESTER I
EDU 119
PSY 150

SPRING SEMESTER I
EDU 131
EDU 146
EDU 153

Electrical Systems Technology

A.A.S. DEGREE (A35130)
DIPLOMA (D35130)
CERTIFICATE (C35130)

Electrical Systems Technology

Associate in Applied Science Program - A35130

The Electrical Systems Technology curriculum is designed to provide training for persons interested in the installation and maintenance of electrical/electronic systems found in residential, commercial and industrial facilities.

Training, most of which is hands-on, will include such topics as AC/DC theory, basic wiring practices, digital electronics, programmable logic controllers, industrial motor controls, the National Electric Code, and other subjects as local needs require.

Graduates should qualify for a variety of jobs in the electrical/electronic field as an on-the-job trainee or apprentice, assisting in the layout, installation, and maintenance of electrical/electronic systems.

Semester Hour Credits

I. General Education Requirements

English

ENG 111	Writing and Inquiry*[u]	3

English Composition

ENG 114	Prof Research & Reporting*	3

Math

MAT 121	Algebra/Trigonometry I	3

Humanities/Fine Arts Electives
(Take 3 credits)

ART 111	Art Appreciation*[u]	3
ART 114	Art History Survey I*[u]	3
ART 115	Art History Survey II*[u]	3
ART 116	Survey of American Art*	3
ART 117	Non-Western Art History*	3
ART 131	Drawing I*	3
ART 171	Computer Art I*	3
ART 261	Photography I*	3
ART 283	Ceramics I*	3
DRA 111	Theatre Appreciation*	3
DRA 122	Oral Interpretation*	3
DRA 126	Storytelling*	3
DRA 211	Theatre History I*	3
DRA 212	Theatre History II*	3
ENG 131	Introduction to Literature*	3
ENG 231	American Literature I*[u]	3
ENG 232	American Literature II*[u]	3
ENG 233	Major American Writers*	3
ENG 241	British Literature I*[u]	3
ENG 242	British Literature II*[u]	3
ENG 261	World Literature I*	3
ENG 262	World Literature II*	3
HUM 110	Technology and Society*	3
HUM 115	Critical Thinking*	3
HUM 130	Myth in Human Culture*	3
HUM 160	Introduction to Film*	3
HUM 220	Human Values and Meaning*	3
MUS 110	Music Appreciation*[u]	3
MUS 112	Introduction to Jazz*[u]	3
MUS 113	American Music*	3
MUS 210	History of Rock Music*	3
MUS 211	History of Country Music*	3
PHI 210	History of Philosophy*	3
PHI 215	Philosophical Issues*[u]	3
PHI 220	Western Philosophy I*	3
PHI 221	Western Philosophy II	3
PHI 230	Introduction to Logic*	3
PHI 240	Introduction to Ethics*[u]	3
REL 110	World Religions*	3
REL 111	Eastern Religions*	3
REL 112	Western Religions*	3
REL 211	Intro to Old Testament*	3
REL 212	Intro to New Testament*	3
REL 221	Religion in America*	3

Social/Behavioral Science Electives
(Take 3 credits)

ANT 210	General Anthropology*	3
ANT 220	Cultural Anthropology*	3
ANT 240	Archaeology*	3
ECO 151	Survey of Economics*	3
ECO 251	Prin of Microeconomics*[u]	3
ECO 252	Prin of Macroeconomics*[u]	3
HIS 121	Western Civilization I*	3
HIS 122	Western Civilization II*	3
HIS 131	American History I*[u]	3
HIS 132	American History II*[u]	3
POL 110	Intro Political Science*	3
POL 120	American Government*[u]	3
POL 130	State & Local Government*	3
POL 210	Comparative Government*	3
POL 220	International Relations*	3
PSY 118	Interpersonal Psychology	3
PSY 150	General Psychology*[u]	3
PSY 241	Developmental Psych*	3
PSY 281	Abnormal Psychology*	3
SOC 210	Introduction to Sociology*[u]	3
SOC 213	Sociology of the Family*	3
SOC 220	Social Problems*	3
SOC 230	Race and Ethnic Relations*	3
SOC 240	Social Psychology*	3

II. Major Requirements

Required

ELC 113	Residential Wiring	4

Motor Controls

ELC 117	Motors and Controls	4

DC/AC

ELC 112	DC/AC Electricity	5

Automated Controls

ELC 128	Introduction to PLC	3

III. Concentration Requirements

ELC 115	Industrial Wiring	4
ELC 118	National Electrical Code	2
ELC 220	Photovoltaic Sys Tech	3
ELC 221	Adv PV Sys Designs	3

IV. Other Major Requirements

ALT 120	Renewable Energy Tech	3
CIS 111	Basic PC Literacy	2
ELC 114	Commercial Wiring	4
ELC 119	NEC Calculations	2
ELC 121	Electrical Estimating	2
ELC 125	Diagrams & Schematics	2
ELC 213	Instrumentation	4
ELC 228	PLC Applications	4
HYD 110	Hydraulics/Pneumatics I	3
ISC 112	Industrial Safety	2

Total Credits 71

FALL SEMESTER I	FALL SEMESTER II
CIS 111	ELC 121
ELC 112	ELC 128
ELC 113	ELC 220
ISC 112	ENG 114
MAT 121	HYD 110
	Humanities/Fine Arts Elect

SPRING SEMESTER I	SPRING SEMESTER II
ELC 114	ELC 213
ELC 117	ELC 221
ELC 118	ELC 228
ELC 125	Social/Behav Science Elect
ENG 111	

SUMMER SEMESTER I

ALT 120
ELC 115
ELC 119

Electrical Systems Technology

Diploma Program - D35130

Semester Hour Credits

I. General Education Requirements

English

ENG 111	Writing and Inquiry*u	3

Math

MAT 121	Algebra/Trigonometry I	3

II. Major Requirements

Required

ELC 113	Residential Wiring	4

Motor Controls

ELC 117	Motors and Controls	4

DC/AC

ELC 112	DC/AC Electricity	5

III. Concertation Requirements

ELC 115	Industrial Wiring	4
ELC 118	National Electrical Code	2

IV. Other Major Requirements

ALT 120	Renewable Energy Tech	3
CIS 111	Basic PC Literacy	2
ELC 114	Commercial Wiring	4
ELC 119	NEC Calculations	2
ELC 125	Diagrams & Schematics	2
ISC 112	Industrial Safety	2

Total Credits 40

FALL SEMESTER I	SUMMER SEMESTER I
CIS 111	ALT 120
ELC 112	ELC 115
ELC 113	ELC 119
ISC 112	
MAT 121	

SPRING SEMESTER I

ELC 114
ELC 117
ELC 118
ELC 125
ENG 111

Electrical Systems Technology

Certificate Program - C35130

Semester Hour Credits

I. Major Requirements

Required

ELC 113	Residential Wiring	4

Motor Controls

ELC 117	Motors and Controls	4

DC/AC

ELC 112	DC/AC Electricity	5

II. Other Major Requirements

ISC 112	Industrial Safety	2

Total Credits 15

FALL SEMESTER I	SPRING SEMESTER I
ELC 112	ELC 117
ELC 113	
ISC 112	

Electronics Engineering Technology

A.A.S. DEGREE (A40200)
DIPLOMA (D40200)
CERTIFICATE (C40200)
CERTIFICATE - INDUSTRIAL CONTROLS (C40200I)

Electronics Engineering Technology

Associate in Applied Science Program - A40200

The Electronics Engineering Technology curriculum prepares individuals to become technicians who build, install, test, troubleshoot, repair, and modify developmental and production electronic components, equipment, and systems such as industrial/computer controls, manufacturing systems, communication systems, and electronic systems.

A broad-based core of courses, including basic electricity, solid-state fundamentals, digital concepts, and microprocessors, ensures the student will develop the skills necessary to perform entry-level tasks. Emphasis is placed on developing the student's ability to analyze and troubleshoot electronic systems.

Graduates should qualify for employment as engineering assistants or electronic technicians with job titles such as electronics engineering technician, field service technician, maintenance technician, electronic tester, electronic systems integrator, bench technician, and production control technician.

Semester Hour Credits

I. General Education Requirements

COM 110	Introduction to Communication*	3
ENG 111	Writing and Inquiry*[u]	3
MAT 121	Algebra/Trigonometry I	3

Humanities/Fine Arts Electives
(Take 3 credits)

ART 111	Art Appreciation*[u]	3
ART 114	Art History Survey I*[u]	3
ART 115	Art History Survey II*[u]	3
ART 116	Survey of American Art*	3
ART 117	Non-Western Art History*	3
ART 131	Drawing I*	3
ART 171	Computer Art I*	3
ART 261	Photography I*	3
ART 283	Ceramics I*	3
DRA 111	Theatre Appreciation*	3
DRA 122	Oral Interpretation*	3
DRA 126	Storytelling*	3
DRA 211	Theatre History I*	3
DRA 212	Theatre History II*	3
HUM 110	Technology and Society*	3
HUM 115	Critical Thinking*	3
HUM 130	Myth in Human Culture*	3
HUM 160	Introduction to Film*	3
HUM 220	Human Values and Meaning*	3
MUS 110	Music Appreciation*[u]	3
MUS 112	Introduction to Jazz*[u]	3
MUS 113	American Music*	3
MUS 210	History of Rock Music*	3
MUS 211	History of Country Music*	3
PHI 210	History of Philosophy*	3
PHI 215	Philosophical Issues*[u]	3
PHI 220	Western Philosophy I*	3
PHI 221	Western Philosophy II	3
PHI 230	Introduction to Logic*	3
PHI 240	Introduction to Ethics*[u]	3
REL 110	World Religions*	3
REL 111	Eastern Religions*	3
REL 112	Western Religions*	3
REL 211	Intro to Old Testament*	3
REL 212	Intro to New Testament*	3
REL 221	Religion in America*	3

Social/Behavioral Science Electives
(Take 3 credits)

ANT 210	General Anthropology*	3
ANT 220	Cultural Anthropology*	3
ANT 240	Archaeology*	3
ECO 151	Survey of Economics*	3
ECO 251	Prin of Microeconomics*[u]	3
ECO 252	Prin of Macroeconomics*[u]	3
HIS 121	Western Civilization I*	3
HIS 122	Western Civilization II*	3
HIS 131	American History I*[u]	3
HIS 132	American History II*[u]	3
POL 110	Intro Political Science*	3
POL 120	American Government*[u]	3
POL 130	State & Local Government*	3
POL 210	Comparative Government*	3
POL 220	International Relations*	3
PSY 118	Interpersonal Psychology	3
PSY 150	General Psychology*[u]	3
PSY 241	Developmental Psych*	3
PSY 281	Abnormal Psychology*	3
SOC 210	Introduction to Sociology*[u]	3
SOC 213	Sociology of the Family*	3
SOC 220	Social Problems*	3
SOC 230	Race and Ethnic Relations*	3
SOC 240	Social Psychology*	3

II. Major Requirements

Technical Core

ELC 131	Circuit Analysis I	4
ELN 131	Analog Electronics I	4
ELN 133	Digital Electronics	4

Electronics Engineering Tech

ELC 128	Intro to PLC	3
ELN 232	Intro to Microprocessors	4
ELN 234	Communication Systems	4

III. Other Major Requirements

Required

CIS 110	Introduction to Computers*	3
CSC 133	C Programming	3
CTS 120	Hardware/Software Support	3
ELC 133	Circuit Analysis II	4
ELN 132	Analog Electronics II	4
ELN 231	Industrial Controls	3
ELN 236	Fiber Optics and Lasers	4
MAT 122	Algebra/Trigonometry II	3
PHY 131	Physics- Mechanics	4

Electronics Engineering Technology Electives

(Take 3 credits)

ATR 112	Intro to Automation	3
CTS 220	Adv. Hardware/Software Support	3
ELC 117	Motors and Controls	4
ELN 150	CAD for Electronics	2
ELN 246	Cert Elect Tech Prep	3
WBL 111R	Work-Based Learning I	1
WBL 121R	Work-Based Learning II	1
WBL 131R	Work-Based Learning III	1

Total Credits 72

FALL SEMESTER I	FALL SEMESTER II
CIS 110	CSC 133
ELC 131	ELC 128
ENG 111	ELN 133
MAT 121	ELN 234
Social/Behav Science Elect	

SPRING SEMESTER I	SPRING SEMESTER II
CTS 120	COM 110
ELC 133	ELN 232
ELN 131	ELN 236
MAT 122	Electronics Eng Tech Elect
Humanities/Fine Arts Elect	

SUMMER SEMESTER I

ELN 132
ELN 231
PHY 131

Electronics Engineering Technology

Diploma Program - D40200

Semester Hour Credits

I. General Education Requirements

COM 110	Introduction to Communication*	3
MAT 121	Algebra/Trigonometry I	3

II. Major Requirements

Technical Core

ELC 131	Circuit Analysis I	4
ELN 131	Analog Electronics I	4
ELN 133	Digital Electronics	4

III. Other Major Requirements

Required

ELC 133	Circuit Analysis II	4
ELN 132	Analog Electronics II	4
ELN 231	Industrial Controls	3

Electives

ATR 112	Intro to Automation	3
ELC 117	Motors and Controls	4

Total Credits 36

FALL SEMESTER I	SUMMER SEMESTER I
ATR 112	ELN 132
COM 110	ELN 133
ELC 131	
MAT 121	

SPRING SEMESTER I

ELC 117
ELC 133
ELN 131
ELN 231

Electronics Engineering Technology

Certificate Program - C40200

The EET Certificate Program is designed for part-time students who want to learn the fundamentals of electricity, semiconductors, and the test equipment and troubleshooting procedures found in the field of Electronics. The certificate program can be completed in one year. Certificate students can always continue on to pursue the A.A.S. 2 year degree.

Semester Hour Credits

I. General Education Requirements

MAT 121	Algebra/Trigonometry I	3

II. Major Requirements

Technical Core

ELC 131	Circuit Analysis I	4
ELN 131	Analog Electronics I	4

III. Other Major Requirements

Required

ELC 133	Circuit Analysis II	4

Total Credits 15

FALL SEMESTER I	SPRING SEMESTER I
ELC 131	ELC 133
MAT 121	ELN 131

Electronics Engineering Technology
INDUSTRIAL CONTROLS

Certificate Program - C40200I

Semester Hour Credits

I. General Education Requirements

MAT 121	Algebra/Trigonometry I	3

II. Major Requirements
Technical Core

ELC 131	Circuit Analysis I	4

Electronics Engineering Tech

ELC 128	Intro to PLC	3

III. Other Major Requirements
Required

ELN 231	Industrial Controls	3

Electives

ATR 112	Intro to Automation	3

Total Credits ... 16

FALL SEMESTER I	SPRING SEMESTER I
ELC 131	ATR 112
MAT 121	ELC 128
	ELN 231

Emergency Medical Science

A.A.S. DEGREE (A45340)

Associate in Applied Science Program - A45340

The Emergency Medical Science curriculum provides individuals with the knowledge, skills and attributes to provide advanced emergency medical care as a paramedic for critical and emergent patients who access the emergency medical system and prepares graduates to enter the workforce.

Students will gain complex knowledge, competency, and experience while employing evidence based practice under medical oversight, and serve as a link from the scene into the healthcare system.

Graduates of this program may be eligible to take state and/or national certification examinations. Employment opportunities include providers of emergency medical services, fire departments, rescue agencies, hospital specialty areas, industry, educational and government agencies.

Semester Hour Credits

I. General Education Requirements
English

ENG 111	Writing & Inquiry	3
ENG 114	Prof Research & Reporting*	3

Natural Sciences/Math

BIO 168	Anatomy & Physiology I*	4

Humanities/Fine Arts Electives
(Take 3 credits)

ART 111	Art Appreciation*[u]	3
ART 114	Art History Survey I*[u]	3
ART 115	Art History Survey II*[u]	3
ART 116	Survey of American Art*	3
ART 117	Non-Western Art History*	3
DRA 111	Theatre Appreciation*	3
DRA 112	Literature of the Theatre*	3
HUM 110	Technology and Society*	3
HUM 115	Critical Thinking*	3
MUS 110	Music Appreciation*[u]	3
MUS 112	Introduction to Jazz*[u]	3
MUS 113	American Music*	3
MUS 114	Non-Western Music*	3
PHI 230	Introduction to Logic*	3
PHI 240	Introduction to Ethics*[u]	3
REL 110	World Religions*	3
REL 111	Eastern Religions*	3
REL 112	Western Religions*	3

Social/Behavioral Science Electives
(Take 3 credits)

PSY 150	General Psychology*[u]	3
SOC 220	Social Problems*	3
SOC 230	Race and Ethnic Relations*	3
SOC 240	Social Psychology*	3

II. Major Requirements
Required

EMS 110	EMT	8
EMS 122	EMS Clinical Practicum I	1
EMS 130	Pharmacology	4
EMS 131	Advanced Airway Management	2
EMS 160	Cardiology I	2
EMS 220	Cardiology II	3
EMS 221	EMS Clinical Practicum II	2
EMS 231	EMS Clinical Practicum III	3
EMS 240	Patients with Special Challenges	2
EMS 241	EMS Clinical Practicum IV	4
EMS 250	Medical Emergencies	4
EMS 260	Trauma Emergencies	2
EMS 270	Life Span Emergencies	3
EMS 285	EMS Capstone	2
MED 120	Survey of Med Terminology	2

Anatomy Physiology

BIO 169	Anatomy & Physiology II*	4

III. Other Major Requirements
(Take 1 of 3 Groups)

Group 1

CIS 110	Introduction to Computers*	3
EMS 235	EMS Management	2

Group 2

CIS 110	Introduction to Computers*	3
EMS 140	Rescue Scene Management	2
EMS 235	EMS Management	2

Group 1

CIS 110	Introduction to Computers*	3
EMS 125	EMS Instructor Methodology	2
EMS 235	EMS Management	2

Total Credits **69**

FALL SEMESTER I	FALL SEMESTER II
BIO 168	CIS 110
EMS 110	EMS 231
ENG 111	EMS 240
MED 120	EMS 260
	Humanities/Fine Arts Elect

SPRING SEMESTER I	SPRING SEMESTER II
BIO 169	EMS 235
EMS 122	EMS 241
EMS 130	EMS 270
EMS 131	EMS 285
EMS 160	Social/Behav Science Elect
ENG 114	

SUMMER SEMESTER I
EMS 125 or EMS 140
EMS 220
EMS 221
EMS 250

Esthetics Technology

CERTIFICATE (C55230)

Uniforms and name tags are required at an additional cost.

Students will be required to meet all applicable requirements of the State Board of Cosmetic Arts Rules and Regulations for graduation and licensure.

Certificate Program - C55230
The Esthetics Technology curriculum provides competency-based knowledge, scientific/artistic principles and hands-on fundamentals associated with the art of skin care. The curriculum provides a simulated salon environment which enables students to develop manipulative skills.

Course work includes instruction in all phases of professional Esthetics Technology, business/human relations, product knowledge, and other related topics.

Graduates should be prepared to take the North Carolina Cosmetology State Board Licensing Exam and upon passing be licensed and qualify for employment in beauty and cosmetic/skin care salons, as a platform artist, and in related businesses.

I. Major Requirements

		Semester Hour Credits
COS 119	Esthetics Concepts I	2
COS 120	Esthetics Salon I	6
COS 125	Esthetics Concepts II	2
COS 126	Esthetics Salon II	6

Total Credits **16**

FALL SEMESTER I	SPRING SEMESTER I
COS 119	COS 125
COS 120	COS 126

Film and Video Production Technology

A.A.S. DEGREE (A30140)
DIPLOMA (D30140)
CERTIFICATE (C30140)

Note: Limited classes are offered in this program. Please check with Public Services Department Chair or Student Development.

Film and Video Production Technology

Associate in Applied Science Program - A30140
The Film and Video Production Technology curriculum prepares students for entry-level employment in production support and selected technical areas of film, video, and associated media production. Instruction provides training for entry-level crew and/or production and post-production assistants in many moving image media forms.

The first year content includes exposure to the entire production process. Students are taught by industry professionals who provide extensive hands-on instruction. In the second year, students receive professional training by performing in various crew positions on actual production projects.

Graduates may find employment as entry-level crew and/or production assistants in feature and short films, commercials, and industrial, educational, and documentary productions. Other opportunities include entry-level employment in pre-production and post-production areas for film and video.

Semester Hour Credits

I. General Education Requirements

Required

COM 231	Public Speaking*[u]	3
ENG 111	Writing and Inquiry*[u]	3

Math

MAT 143	Quantitative Literacy*[u]	3

Humanities/Fine Arts Electives

(Take 3 credits)

ART 111	Art Appreciation*[u]	3
ART 114	Art History Survey I*[u]	3
ART 115	Art History Survey II*[u]	3
ART 117	Non-Western Art History*	3
DRA 111	Theatre Appreciation*	3
DRA 122	Oral Interpretation*	3
DRA 211	Theatre History I*	3
DRA 212	Theatre History II*	3
HUM 110	Technology and Society*	3
HUM 160	Introduction to Film*	3
MUS 110	Music Appreciation*[u]	3
MUS 112	Introduction to Jazz*[u]	3
MUS 113	American Music*	3
PHI 215	Philosophical Issues*[u]	3
PHI 240	Introduction to Ethics*[u]	3
REL 111	Eastern Religions*	3
REL 112	Western Religions*	3
REL 211	Intro to Old Testament*	3
REL 212	Intro to New Testament*	3

Social/Behavioral Science Electives

(Take 3 credits)

HIS 121	Western Civilization I*	3
HIS 122	Western Civilization II*	3
HIS 131	American History I*[u]	3
HIS 132	American History II*[u]	3
POL 120	American Government*[u]	3
POL 130	State & Local Government*	3
PSY 118	Interpersonal Psychology	3
PSY 150	General Psychology*[u]	3
SOC 210	Introduction to Sociology*[u]	3
SOC 213	Sociology of the Family*	3
SOC 220	Social Problems*	3

II. Major Requirements

FVP 111	Introduction to Film and Video	3
FVP 112	Art Department Operations	3
FVP 113	Grip and Electrical I	3
FVP 114	Camera and Lighting I	3
FVP 115	Camera and Lighting II	3
FVP 116	Sound Operations	3
FVP 120	Art Department Operations II	3
FVP 130	Grip and Electrical II	3
FVP 212	Production Techniques I	5
FVP 213	Production Techniques II	5

III. Other Major Requirements

Required

CIS 110	Introduction to Computers*	3
FVP 220	Editing I	3
FVP 240	Introduction to Screenwriting	3
FVP 250	Production Specialties I	3

Film and Video Electives

(Take 6 credits)

DEA 111	Introduction to DEAT	3
FVP 117	Make Up and Wardrobe	3
FVP 215	Production Management	3
FVP 223	Post Production Sound Design	3
FVP 227	Multimedia Production	3
FVP 251	Product. Specialities II	3
WBL 111V	Work-Based Learning I	1
WBL 115V	Work-Based Learning Seminar I	1

Total Credits **67**

FALL SEMESTER I	**FALL SEMESTER II**
ENG 111	CIS 110
FVP 111	COM 231
FVP 112	FVP 130
FVP 114	FVP 240
FVP 220	Film and Video Elect

SPRING SEMESTER I	**SPRING SEMESTER II**
FVP 113	FVP 250
FVP 115	MAT 143
FVP 116	Film and Video Elect
FVP 120	
Humanities/Fine Arts Elect	

SUMMER SEMESTER I	**SUMMER SEMESTER II**
FVP 212	FVP 213
Social/Behav Science Elect	

Film and Video Production Technology

Diploma Program - D30140

Semester Hour Credits

I. General Education Requirements

COM 231	Public Speaking*u	3
ENG 111	Writing and Inquiry*u	3

II. Major Requirements

FVP 111	Introduction to Film and Video	3
FVP 112	Art Department Operations I	3
FVP 113	Grip and Electrical I	3
FVP 114	Camera and Lighting I	3
FVP 115	Camera and Lighting II	3
FVP 116	Sound Operations	3
FVP 120	Art Department Operations II	3
FVP 212	Production Techniques I	5
FVP 213	Production Techniques II	5

III. Other Major Requirements

CIS 110	Introduction to Computers*	3
FVP 220	Editing I	3
FVP 250	Production Specialties I	3

Total Credits ... 41

FALL SEMESTER I	SUMMER SEMESTER
FVP 111	FVP 212
FVP 112	FVP 220
FVP 113	
FVP 114	

SPRING SEMESTER I

CIS 110
ENG 111
FVP 115
FVP 116
FVP 120
FVP 250

Film and Video Production Technology

Certificate Program - C30140

Semester Hour Credits

I. Major Requirements

FVP 111	Introduction to Film and Video	3
FVP 114	Camera & Lighting I	3
FVP 115	Camera & Lighting II	3
FVP 116	Sound Operations I	3

II. Other Major Requirements

Required

CIS 110	Introduction to Computers*	3
FVP 220	Editing I	3

Total Credits ... 18

FALL SEMESTER I	SUMMER SEMESTER I
CIS 110	FVP 220
FVP 111	
FVP 114	

SPRING SEMESTER I

FVP 115
FVP 116

Fire Protection Technology

A.A.S. DEGREE (A55240)

Associate in Applied Science Program - A55240

The Fire Protection Technology curriculum is designed to provide students with knowledge and skills in the technical, managerial, and leadership areas necessary for advancement within the fire protection community and related firefighting industries, and to provide currently employed firefighters with knowledge and skills often required for promotional consideration.

Course work includes diverse fire protection subject areas, including fire prevention and safety, public education, building construction, fire ground strategies and tactics, and local government finance and laws, as they apply to emergency services management. Emphasis includes understanding fire characteristics and the structural consequences of fire; risk assessment and management; and relevant research, communications, and leadership methodologies.

Employment opportunities exist with fire departments, governmental agencies, industrial firms, insurance rating organizations, and educational organizations.

Semester Hour Credits

I. General Education Requirements

ENG 111	Writing and Inquiry*u	3
ENG 114	Prof Research & Reporting*	3
HUM 115	Critical Thinking*	3
MAT 143	Quantitative Literacy*u	3
POL 120	American Government*u	3

II. Major Requirements

FIP 120	Introduction to Fire Protection	3
FIP 124	Fire Prev and Public Education	3
FIP 132	Building Construction	3
FIP 152	Fire Protection Law	3
FIP 220	Fire Fighting Strategies	3
FIP 228	Local Government Finance	3

III. Other Major Requirements

CIS 110	Introduction to Computers*	3
EPT 140	Emergency Management	3
FIP 128	Detection and Investigation	3
FIP 136	Inspections and Codes	3
FIP 156	Computers in Fire Service	2
FIP 162	Firefighter Safety & Wellness	3
FIP 164	OSHA Standards	3
FIP 221	Advanced Fire Fighting Strategies	3
FIP 240	Fire Service Supervision	3
FIP 256	Municipal Public Relations	3
FIP 276	Managing Fire Services	3

Total Credits ... 65

FALL SEMESTER I	**FALL SEMESTER II**
CIS 110	FIP 128
ENG 111	FIP 132
FIP 120	FIP 164
FIP 124	FIP 220

SPRING SEMESTER I	**SPRING SEMESTER II**
FIP 152	ENG 114
FIP 240	FIP 156
HUM 115	FIP 162
MAT 143	FIP 221
	FIP 228

SUMMER SEMESTER I	**SUMMER SEMESTER II**
FIP 136	EPT 140
FIP 256	FIP 276
POL 120	

Healthcare Business Informatics

A.A.S. DEGREE (A25510)

Associate in Applied Science Program - A25510

The Healthcare Business Informatics curriculum prepares individuals for employment as specialists in installation, data management, data archiving/retrieval, system design and support, and computer training for medical information systems.

Students learn about the field through multidisciplinary coursework including the study of terminology relating to informatics, systems analysis, networking technology, computer/network security, data warehousing, archiving and retrieval of information, and healthcare computer infrastructure support.

Graduates should qualify for employment as database/data warehouse analysts, technical support professionals, informatics technology professionals, systems analysts, networking and security technicians, and computer maintenance professionals in the healthcare field.

Semester Hour Credits

I. General Education Requirements

English

ENG 111	Writing and Inquiry*[u]	3

Natural Sciences/Math

MAT 121	Algebra/Trigonometry I	3

Communications Electives

(Take 3 credits)

COM 110	Introduction to Communication*	3
COM 120	Intro to Interpersonal Com*	3
COM 231	Public Speaking*[u]	3

Humanities/Fine Arts Electives

(Take 3 credits)

ART 111	Art Appreciation*[u]	3
ART 114	Art History Survey I*[u]	3
ART 115	Art History Survey II*[u]	3
ART 116	Survey of American Art*	3
ART 117	Non-Western Art History*	3
DRA 111	Theatre Appreciation*	3
DRA 112	Literature of the Theatre*	3
HUM 110	Technology and Society*	3
HUM 115	Critical Thinking*	3
MUS 110	Music Appreciation*[u]	3
MUS 112	Introduction to Jazz*[u]	3
MUS 113	American Music*	3
MUS 114	Non-Western Music*	3
PHI 230	Introduction to Logic*	3
PHI 240	Introduction to Ethics*[u]	3
REL 110	World Religions*	3
REL 111	Eastern Religions*	3
REL 112	Western Religions*	3

Social/Behavioral Science Electives

(Take 3 credits)

HIS 121	Western Civilization I*	3
HIS 122	Western Civilization II*	3
HIS 131	American History I*[u]	3
HIS 132	American History II*[u]	3
POL 120	American Government*[u]	3
POL 130	State & Local Government*	3
PSY 118	Interpersonal Psychology	3
PSY 150	General Psychology*[u]	3
SOC 210	Introduction to Sociology*[u]	3
SOC 213	Sociology of the Family*	3
SOC 220	Social Problems*	3

II. Major Requirements

Required Courses

CTS 120	Hardware/Software Support	3
HBI 110	Issues and Trends in HBI	3
HBI 113	Survey of Med Insurance	3
HBI 250	Data Management and Utiliz	3

Basic Computer Skills

CIS 110	Introduction to Computers*	3

Operating Systems

NOS 110	Operating System Concepts	3

Network Systems

NET 125	Networking Basics	3

Database

DBA 120	Database Programming I	3
DBA 210	Database Administration	3

Medical Terminology

MED 121	Medical Terminology I	3
MED 122	Medical Terminology II	3

Medical & Legal Regulation

OST 149	Medical Legal Issues	3

Business Management

HMT 110	Intro to Health Care Mgt	3

Information Security

CTI 120	Network & Sec Foundation	3

III. Other Major Requirements
Required

CIS 115	Intro to Programming & Logic*	3
HBI 289	HBI Project	3

Healthcare Business Informatics Electives
(Take 6 credits)

BUS 110	Introduction to Business*	3
BUS 137	Principles of Management*	3
CTS 115	Info Sys Business Concepts*	3
CTS 130	Spreadsheets	3
CTS 240	Project Management	3
DBA 110	Database Concepts	3
MKT 223	Customer Service	3
NET 126	Routing Basics	3
NET 225	Routing & Switching I	3
NET 226	Routing & Switching II	3
OMT 156	Problem-Solving Skills	3
SEC 110	Security Concepts	3
SEC 160	Security Administration I	3
TNE 255	Network Servers	3

Total Credits 69

FALL SEMESTER I	FALL SEMESTER II
CIS 110	DBA 210
CTI 120	HBI 250
HBI 110	NOS 110
MED 121	MAT 121
HMT 110	Healthcare Bus Info Elect

SPRING SEMESTER I	SPRING SEMESTER II
CTS 120	CIS 115
DBA 120	HBI 289
ENG 111	OST 149
MED 122	Healthcare Bus Info Elect
NET 125	Social/Behav Science Elect

SUMMER SEMESTER I
HBI 113
Communications Elect
Humanities/Fine Arts Elect

Hospitality Management

A.A.S. DEGREE (A25110)
CERTIFICATE (C25110)

Hospitality Management

Associate in Applied Science Program - A25110

This curriculum prepares individuals to understand and apply the administrative and practical skills needed for supervisory and managerial positions in hotels, motels, resorts, inns, restaurants, institutions, and clubs.

Course work includes guest services, leadership, management, restaurant operations, lodging operations, marketing, sanitation, food preparation, food and beverage management and other critical areas.

Graduates should qualify for management or entry-level supervisory positions in food and lodging operations, including restaurants, foodservice, beverage service, catering, front office, reservations and housekeeping. Opportunities are also available in product services, and technology support and sales.

Semester Hour Credits

I. General Education Requirements
Required

ENG 111	Writing and Inquiry*^{u}	3
MAT 143	Quantitative Literacy*^{u}	3

Communications
(Take 3 credits)

COM 110	Introduction to Communication*	3
COM 231	Public Speaking*^{u}	3

Humanities/Fine Arts Electives
(Take 3 credits)

ART 111	Art Appreciation*^{u}	3
ART 114	Art History Survey I*^{u}	3
ART 115	Art History Survey II*^{u}	3
ART 117	Non-Western Art History*	3
ART 131	Drawing I*	3
ART 283	Ceramics I*	3
DRA 111	Theatre Appreciation*	3
DRA 112	Literature of the Theatre*	3
DRA 115	Theatre Criticism*	3
DRA 122	Oral Interpretation*	3
DRA 211	Theatre History I*	3
DRA 212	Theatre History II*	3
HUM 160	Introduction to Film*	3
MUS 110	Music Appreciation*^{u}	3
MUS 111	Fundamentals of Music*	3
MUS 112	Introduction to Jazz*^{u}	3
MUS 113	American Music*	3
MUS 114	Non-Western Music*	3
MUS 213	Opera and Musical Theatre*	3
PHI 215	Philosophical Issues*^{u}	3
PHI 240	Introduction to Ethics*^{u}	3
REL 221	Religion in America*	3

Social/Behavioral Science Electives
(Take 3 credits)

HIS 121	Western Civilization I*	3
HIS 122	Western Civilization II*	3
HIS 131	American History I*[u]	3
HIS 132	American History II*[u]	3
POL 120	American Government*[u]	3
POL 130	State & Local Government*	3
PSY 118	Interpersonal Psychology	3
PSY 150	General Psychology*[u]	3
SOC 210	Introduction to Sociology*[u]	3
SOC 213	Sociology of the Family*	3
SOC 220	Social Problems*	3

II. Major Requirements

Required

CUL 110	Sanitation and Safety	2
HRM 110	Intro to Hosp & Tourism	3
HRM 140	Legal Issues-Hospitality	3
HRM 220	Cost Control-Food & Bev	3
HRM 240	Marketing for Hospitality	3
HRM 245	Human Resource Mgmt-Hospitality	3
HRM 280	Mgmt Problems-Hospitality	3

Required Subject Area
(Take 4 credits)

ACC 120	Prin of Financial Accounting*	4
ACC 175	Hotel and Restaurant Accounting	4

Work-Based Learning
(Take 2 credits)

WBL 111H	Work-Based Learning I	1
WBL 112H	Work-Based Learning I	2
WBL 121H	Work-Based Learning II	1

III. Other Major Requirements

Required Elective I
(Take 3 credits)

CUL 135 /	Food & Beverage Service	2
CUL 135A	Food & Beverage Service Lab	1
HRM 124	Guest Service Management	3

Required Elective II
(Take 3 credits)

CUL 120 /	Purchasing	2
CUL 120A	Purchasing Lab	1
HRM 260	Procurement for Hosp	3

Required

CUL 110A	Sanitation and Safety Lab	1
HRM 160	Info Systems for Hosp	3
HRM 215 /	Restaurant Management	3
HRM 215A	Restaurant Management Lab	1
HRM 220A	Cost Control-Food & Bev Lab	1
WBL 115H	Work-Based Learning Seminar I	1

Hospitality Management Electives*
(Take at least 15 credits)

CUL 142	Fundamentals of Food	5
CUL 214	Wine Appreciation	2
HRM 115 /	Housekeeping	3
HRM 115A	Housekeeping Lab	1
HRM 120 /	Front Office Procedures	3
HRM 120A	Front Office Procedures Lab	1
HRM 130	Bed and Breakfast Management	3
HRM 135	Facilities Management	3
HRM 210	Meetings & Event Planning	3
HRM 225	Beverage Management	3
HRM 228	Mixology	3
HRM 230	Club and Resort Management	3
HRM 275	Leadership-Hospitality	3
HRM 285	Service Projects-Hosp	5
WBL 110H	World of Work	1
WBL 125H	Work-Based Learning Seminar II	1
WBL 131H	Work-Based Learning III	1

***Suggested Tracks:**
Food Service: HRM 135, HRM 225, HRM 228, HRM 285
Lodging: HRM 115/A, HRM 120/A, HRM 130, HRM 210
Club: HRM 135, HRM 210, HRM 225, HRM 228, HRM 230

Total Credits 72/76

FALL SEMESTER I	FALL SEMESTER II
COM 110 or COM 231	ACC 175 or ACC 120
HRM 110	HRM 220 / HRM 220A
MAT 143	HRM 240
Required Elect I	Hospitality Mgmt Elect
Required Elect II	

SPRING SEMESTER I	SPRING SEMESTER II
ENG 111	HRM 215 / HRM 215A
HRM 140	HRN 280
HRM 245	Hospitality Mgmt Elect
HRM 260	Social/Behav Science Elect
WBL 111H*	or
WBL 115H	Humanities/Fine Arts Elect

SUMMER SEMESTER I	SUMMER SEMESTER II
CUL 110 / CUL 110A	WBL 121H*
Hospitality Mgmt Elect	WBL 125H
Social/Behav Science Elect	Hospitality Mgmt Elect
or	Work-Based Elect
Humanities/Fine Arts Elect	

*Student may take WBL 112H (320 hrs) in lieu of taking WBL 111H (160 hrs) & WBL 121H (160 hrs)

Hospitality Management

Certificate Program - C25110

		Semester Hour Credits
I. Major Requirements		
Required		
CUL 110	Sanitation and Safety	2
HRM 110	Intro to Hosp & Tourism	3
HRM 140	Legal Issues-Hospitality	3
HRM 245	Human Resource Mgmt-Hospitality	3
II. Other Major Requirements		
Electives		
(Take 9 credits)		
CUL 110A	Sanitation and Safety Lab	1
HRM 120 /	Front Office Procedures	3
HRM 120A	Front Office Procedures Lab	1
HRM 124	Guest Service Management	3
HRM 130	Bed and Breakfast Management	3
HRM 210	Meetings & Event Planning	3
HRM 215 /	Restaurant Management	3
HRM 215A	Restaurant Management Lab	1
HRM 225	Beverage Management	3
HRM 230	Club and Resort Management	3
Total Credits		**18**

FALL SEMESTER I	SPRING SEMESTER I
HRM 110	HRM 245
HRM 124	4 - 6 hours of elective
3 hours of elective	

Industrial Systems Technology

A.A.S. DEGREE (A50240)
DIPLOMA (D50240)
CERTIFICATE (C50240)

Industrial Systems Technology

Associate in Applied Science Program - A50240

The Industrial Systems Technology curriculum is designed to prepare or upgrade individuals to service, maintain, repair, or install equipment for a wide range of industries. Instruction includes theory and skill training needed for inspecting, testing, troubleshooting, and diagnosing industrial equipment and physical facilities.

Students will learn technical skills in blueprint reading, electricity, hydraulics/pneumatics, machining, welding, and various maintenance procedures. Practical application in these industrial systems will be emphasized and additional advanced course work may be offered.

Upon completion of any of the various levels of this curriculum, graduates should gain the necessary practical skills and related technical information to qualify for employment or advancement in the various areas of industrial maintenance technology.

		Semester Hour Credits
I. General Education Requirements		
Required		
ENG 111	Writing and Inquiry*[u]	3
ENG 114	Prof Research & Reporting*	3
MAT 121	Algebra/Trigonometry I	3
Humanities/Fine Arts Electives		
(Take 3 credits)		
ART 111	Art Appreciation*[u]	3
ART 114	Art History Survey I*[u]	3
ART 115	Art History Survey II*[u]	3
ART 116	Survey of American Art*	3
ART 117	Non-Western Art History*	3
ART 131	Drawing I*	3
ART 171	Computer Art I*	3
ART 261	Photography I*	3
ART 283	Ceramics I*	3
DRA 111	Theatre Appreciation*	3
DRA 122	Oral Interpretation*	3
DRA 126	Storytelling*	3
DRA 211	Theatre History I*	3
DRA 212	Theatre History II*	3
ENG 131	Introduction to Literature*	3
ENG 231	American Literature I*[u]	3
ENG 232	American Literature II*[u]	3
ENG 233	Major American Writers*	3
ENG 241	British Literature I*[u]	3
ENG 242	British Literature II*[u]	3
ENG 261	World Literature I*	3
ENG 262	World Literature II*	3
HUM 110	Technology and Society*	3
HUM 115	Critical Thinking*	3
HUM 130	Myth in Human Culture*	3
HUM 160	Introduction to Film*	3
HUM 220	Human Values and Meaning*	3
MUS 110	Music Appreciation*[u]	3
MUS 112	Introduction to Jazz*[u]	3
MUS 113	American Music*	3
MUS 210	History of Rock Music*	3
MUS 211	History of Country Music*	3
PHI 210	History of Philosophy*	3
PHI 215	Philosophical Issues*[u]	3
PHI 220	Western Philosophy I*	3
PHI 221	Western Philosophy II	3
PHI 230	Introduction to Logic*	3
PHI 240	Introduction to Ethics*[u]	3
REL 110	World Religions*	3
REL 111	Eastern Religions*	3
REL 112	Western Religions*	3
REL 211	Intro to Old Testament*	3
REL 212	Intro to New Testament*	3
REL 221	Religion in America*	3

Social/Behavioral Science Electives
(Take 3 credits)

ANT 210	General Anthropology*	3
ANT 220	Cultural Anthropology*	3
ANT 240	Archaeology*	3
ECO 151	Survey of Economics*	3
ECO 251	Prin of Microeconomics*[u]	3
ECO 252	Prin of Macroeconomics*[u]	3
HIS 121	Western Civilization I*	3
HIS 122	Western Civilization II*	3
HIS 131	American History I*[u]	3
HIS 132	American History II*[u]	3
POL 110	Intro Political Science*	3
POL 120	American Government*[u]	3
POL 130	State & Local Government*	3
POL 210	Comparative Government*	3
POL 220	International Relations*	3
PSY 118	Interpersonal Psychology	3
PSY 150	General Psychology*[u]	3
PSY 241	Developmental Psych*	3
PSY 281	Abnormal Psychology*	3
SOC 210	Introduction to Sociology*[u]	3
SOC 213	Sociology of the Family*	3
SOC 220	Social Problems*	3
SOC 230	Race and Ethnic Relations*	3
SOC 240	Social Psychology*	3

II. Major Requirements
Required

ELC 112	DC/AC Electricity	5
ELC 125	Diagrams and Schematics	2
HYD 110	Hydraulics/Pneumatics I	3
MNT 110	Intro to Maintenance Procedures	2
WLD 112	Basic Welding Processes	2

Electricity

ELC 111	Introduction to Electricity	3

Blueprints and Diagrams

BPR 111	Print Reading	2

Metalworking and Fabricating

MNT 131	Metal Working Processes	3

Safety

ISC 112	Industrial Safety	2

III. Concentration Requirements

ELC 117	Motors and Controls	4
MEC 130	Mechanisms	3
MNT 111	Maintenance Practices	3
MNT 220	Rigging and Moving	2

IV. Other Major Requirements

AHR 120	HVACR Maintenance	2
BPR 121	Blueprint Reading: Mechanical	2
CIS 111	Basic PC Literacy	2
ELC 113	Residential Wiring	4
ELC 114	Commercial Wiring	4
MNT 230	Pumps and Piping Systems	2
PLU 111	Introduction to Basic Plumbing	2

Total Credits **69**

FALL SEMESTER I	**FALL SEMESTER II**
BPR 111	ELC 112
ELC 111	ELC 113
MAT 121	ENG 114
MNT 110	Social/Behav Science Elect
MNT 131	
PLU 111	

SPRING SEMESTER I	**SPRING SEMESTER II**
BPR 121	ELC 114
ENG 111	ELC 117
HYD 110	ELC 125
ISC 112	WLD 112
MEC 130	Humanities/Fine Arts Elect
MNT 111	

SUMMER SEMESTER I
AHR 120
CIS 111
MNT 220
MNT 230

Industrial Systems Technology

Diploma Program - D50240

Semester Hour Credits

I. General Education Requirements
Required

ENG 111	Writing and Inquiry*[u]	3
MAT 121	Algebra/Trigonometry I	3

II. Major Requirements
Required

ELC 125	Diagrams and Schematics	2
HYD 110	Hydraulics/Pneumatics I	3
MNT 110	Intro to Maintenance Procedures	2
WLD 112	Basic Welding Processes	2

Electricity

ELC 111	Introduction to Electricity	3

Blueprints and Diagrams

BPR 111	Print Reading	2

Metalworking and Fabricating

MNT 131	Metal Working Processes	3

Safety

ISC 112	Industrial Safety	2

III. Concentration Requirements

MEC 130	Mechanisms	3
MNT 111	Maintenance Practices	3
MNT 220	Rigging and Moving	2

IV. Other Major Requirements

AHR 120	HVACR Maintenance	2
BPR 121	Blueprint Reading: Mechanical	2
CIS 111	Basic PC Literacy	2
MNT 230	Pumps and Piping Systems	2
PLU 111	Introduction to Basic Plumbing	2

Total Credits **43**

FALL SEMESTER I	SUMMER SEMESTER I
BPR 111	AHR 120
ELC 111	CIS 111
MAT 121	ELC 125
MNT 110	MNT 220
MNT 131	MNT 230
PLU 111	

SPRING SEMESTER I

BPR 121
ENG 111
HYD 110
ISC 112
MEC 130
MNT 111
WLD 112

Industrial Systems Technology

Certificate Program - C50240

Semester Hour Credits

I. Major Requirements

Required

HYD 110	Hydraulics/Pneumatics I	3
MNT 110	Intro to Maintenance Procedures	2

Metalworking and Fabricating

MNT 131	Metal Working Processes	3

II. Concentration Requirements

MEC 130	Mechanisms	3
MNT 111	Maintenance Practices	3

Total Credits **14**

FALL SEMESTER I	SPRING SEMESTER I
MNT 110	HYD 110
MNT 131	MEC 130
	MNT 111

Information Technology

A.A.S. DEGREE (A25590)
DIPLOMA - INFORMATION TECHNOLOGY (D25590A)
DIPLOMA - INFORMATION SYSTEMS SECURITY (D25590B)
DIPLOMA - NETWORK ADMINISTRATION (D25590C)
DIPLOMA - SOFTWARE DEVELOPMENT (D25590D)
DIPLOMA - INFORMATION SYSTEMS ADMINISTRATION (D25590E)
DIPLOMA - WEB DEVELOPMENT (D25590F)
CERTIFICATE - INFORMATION TECHNOLOGY (C25590A)
CERTIFICATE - INFORMATION SYSTEMS SECURITY (C25590C)
CERTIFICATE - NETWORK TECHNOLOGY (C25590D)
CERTIFICATE - SOFTWARE DEVELOPMENT (C25590E)
CERTIFICATE - OPERATING SYSTEMS ADMINISTRATION (C25590F)
CERTIFICATE - WEB DEVELOPMENT (C25590G)
CERTIFICATE - COMPUTER FORENSICS (C25590I)
CERTIFICATE - VIRTUALIZATION TECHNOLOGY (C25590J)

Information Technology

Associate in Applied Science Program - A25590

The Information Technology (IT) curriculum prepares graduates for employment in the technology sector as designers, testers, support technicians, system administrators, developers, or programmers who use computer software and\or hardware to design, process, implement and manage information systems in specialties such as database services, security, business intelligence, healthcare informatics and others depending on the technical path selected within this curriculum.

Course work includes development of a student's ability to create, store, communicate, exchange and use information to solve technical issues related to information support and services, interactive media, network systems, programming and software development, information security and other emerging technologies based on the selected area of study.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to design and manage information. The program will incorporate the competencies of industry-recognized certification exams.

Semester Hour Credits

I. General Education Requirements

ENG 111	Writing and Inquiry*u	3

Communications Electives

(Take 3 credits)

COM 110	Introduction to Communication*	3
COM 120	Intro to Interpersonal Com*	3
COM 231	Public Speaking*u	3
ENG 114	Prof Research & Reporting*	3

Humanities/Fine Arts Electives

(Take 3 credits)

ART 111	Art Appreciation*u	3
HUM 110	Technology and Society*	3
HUM 115	Critical Thinking*	3

MUS 110	Music Appreciation*^{u}	3
PHI 230	Introduction to Logic*	3
PHI 240	Introduction to Ethics*^{u}	3

Social/Behavioral Science Electives
(Take 3 credits)

ECO 151	Survey of Economics*	3
ECO 251	Prin of Microeconomics*^{u}	3
ECO 252	Prin of Macroeconomics*^{u}	3
POL 120	American Government*^{u}	3
PSY 118	Interpersonal Psychology	3
PSY 150	General Psychology*^{u}	3
SOC 210	Introduction to Sociology*^{u}	3
SOC 220	Social Problems*	3
SOC 240	Social Psychology*	3

Natural Sciences/Math
(Take 3-4 credits)

MAT 121	Algebra/Trigonometry I	3
MAT 171	Precalculus Algebra*^{u}	4

II. Major Requirements

CTI 110	Web, Pgm, & Db Foundation	3
CTI 120	Network & Sec Foundation	3
CTS 115	Info Sys Business Concepts*	3
CTS 120	Hardware/Software Support	3

III. Concentration Requirements
Systems Security
(Take 1 of 2 Groups)

Group 1

SEC 110	Security Concepts	3
NET 110	Networking Concepts	3

Group 1

SEC 110	Security Concepts	3
NET 125	Introduction to Networks	3

IV. Other Major Requirements
Information Technology Electives
(Take 33 credits)

CCT 250	Network Vulnerabilities I	3
CCT 251	Network Vulnerabilities II	3
CCT 260	Mobile Phone Examination	3
CET 125	Voice and Data Cabling	3
CET 130	Operating System Prin	3
CET 150	Computer Forensics I	3
CET 172	Internet Technologies	3
CET 245	Internet Servers	3
CET 250	Computer Forensics II	3
CIS 115	Intro to Programming & Logic*	3
CSC 120	Computing Fundamentals I*	4
CSC 130	Computing Fundamentals II*	4
CSC 153	C# Programming	3
CTI 141	Cloud & Storage Concepts	3
CTI 240	Virtualization Admin I	3
CTI 241	Virtualization Admin II	3
CTS 130	Spreadsheet	3
CTS 240	Project Management	3
DBA 110	Database Concepts	3
DBA 120	Database Programming I	3
DBA 210	Database Administration	3
ELN 238	Advanced LANs	3
NET 110	Networking Concepts	3
NET 125	Introduction to Networks	3
NET 126	Routing Basics	3
NET 225	Routing & Switching I	3
NET 226	Routing and Switching II	3
SEC 160	Security Administration I	3
SEC 260	Security Admin II	3
TNE 255	Network Servers	3
WEB 115	Web Markup and Scripting	3
WEB 151	Mobile Application Dev I	3
WEB 210	Web Design	3
WEB 213	Internet Mkt & Analytics	3
WEB 215	Adv Markup and Scripting	3
WEB 289	Internet Technologies Project	3

Other Required Courses

CIS 110	Introduction to Computers*	3
CTS 220	Adv Hard/Software Support	3

Total Credits 72/73

FALL SEMESTER I
CIS 110
CTI 110
CTI 120
CTS 115
CTS 120

FALL SEMESTER II
MAT 121 or MAT 171
Social/Behave Science Elect
Information Tech Elect
Information Tech Elect
Information Tech Elect

SPRING SEMESTER I
CTS 220
ENG 111
NET 110 or NET 125
SEC 110
Information Tech Elect

SPRING SEMESTER II
Humanities/Fine Arts Elect
Information Tech Elect
Information Tech Elect
Information Tech Elect
Information Tech Elect

SUMMER SEMESTER I
Communications Elect
Information Tech Elect
Information Tech Elect
Information Tech Elect

Information Technology

Diploma Program - D25590A

Semester Hour Credits

I. General Education Requirements

ENG 111	Writing and Inquiry*[u]	3

Communications Electives

(Take 3 credits)

COM 110	Introduction to Communication*	3
COM 120	Intro to Interpersonal Com*	3
COM 231	Public Speaking*[u]	3
ENG 114	Prof Research & Reporting*	3

II. Major Requirements

CTI 110	Web, Prog, Db Foundation	3
CTI 120	Network & Sec Foundation	3
CTS 115	Info Sys Business Concepts*	3
CTS 120	Hardware/Software Support	3

III. Concentration Requirements

SEC 110	Security Concepts	3

IV. Other Major Requirements

CET 130	Operating System Prin	3
CET 172	Internet Technologies	3
CIS 115	Intro to Programming & Logic*	3
NET 125	Introduction to Networks	3
NET 126	Routing Basics	3

Other Required Courses

CIS 110	Introduction to Computers*	3
CTS 220	Adv Hard/Software Support	3

Total Credits 42

FALL SEMESTER I

CIS 110
CTI 110
CTI 120
CTS 115
CTS 120
ENG 111

SPRING SEMESTER I

CIS 115
CTS 220
NET 125
NET 126
SEC 110

SUMMER SEMESTER I

CET 130
CET 172
Communications Elect

Information Technology

INFORMATION SYSTEMS SECURITY

Diploma Program - D25590B

Semester Hour Credits

I. General Education Requirements

ENG 111	Writing and Inquiry*[u]	3

Communications Electives

(Take 3 credits)

COM 110	Introduction to Communication*	3
COM 120	Intro to Interpersonal Com*	3
COM 231	Public Speaking*[u]	3
ENG 114	Prof Research & Reporting*	3

II. Major Requirements

CTI 110	Web, Pgm, & Db Foundation	3
CTI 120	Network & Sec Foundation	3
CTS 115	Info Sys Business Concepts*	3
CTS 120	Hardware/Software Support	3

III. Concentration Requirements

Systems Security

(Take 1 of 2 Groups)

Group 1

SEC 110	Security Concepts	3
NET 110	Networking Concepts	3

Group 2

SEC 110	Security Concepts	3
NET 125	Introduction to Networks	3

IV. Other Major Requirements

CCT 250	Network Vulnerabilities I	3
CCT 251	Network Vulnerabilities II	3
CCT 260	Mobile Phone Examination	3
CET 150	Computer Forensics I	3
CET 250	Computer Forensics II	3
SEC 160	Security Administration I	3

Other Required Courses

CIS 110	Introduction to Computers*	3
CTS 220	Adv Hard/Software Support	3

Total Credits 48

FALL SEMESTER I

CIS 110
CTI 110
CTI 120
CTS 120
NET 125
SEC 110

SPRING SEMESTER I

CCT 250
CCT 260
CET 150
CTS 115
CTS 220
SEC 160

SUMMER SEMESTER I

CCT 251
CET 250
ENG 111
Communications Elect

Information Technology
NETWORK ADMINISTRATI*ON*
Diploma Program - D25590C

Semester Hour Credits

I. General Education Requirements

ENG 111	Writing and Inquiry*[u]	3

Communications Electives
(Take 3 credits)

COM 110	Introduction to Communication*	3
COM 120	Intro to Interpersonal Com*	3
COM 231	Public Speaking*[u]	3
ENG 114	Prof Research & Reporting*	3

II. Major Requirements

CTI 120	Network & Sec Foundation	3
CTS 115	Info Sys Business Concepts*	3
CTS 120	Hardware/Software Support	3

III. Concentration Requirements

SEC 110	Security Concepts	3

IV. Other Major Requirements

CET 125	Voice and Data Cabling	3
CET 130	Operating System Prin	3
CET 245	Internet Servers	3
NET 125	Introduction to Networks	3
NET 126	Routing Basics	3
NET 225	Routing & Switching I	3
NET 226	Routing and Switching II	3
TNE 255	Network Servers	3

Other Required Courses

CIS 110	Introduction to Computers*	3
CTS 220	Adv Hard/Software Support	3

Total Credits **48**

FALL SEMESTER I
CIS 110
CTI 120
CTS 115
CTS 120
NET 125
NET 126

SUMMER SEMESTER I
CET 245
CTI 110
TNE 255

SPRING SEMESTER I
CET 130
CTS 220
ENG 111
NET 225
NET 226
SEC 110

Information Technology
SOFTWARE DEVELOPMENT
Diploma Program - D25590D

Semester Hour Credits

I. General Education Requirements

ENG 111	Writing and Inquiry*[u]	3

Communications Electives
(Take 3 credits)

COM 110	Introduction to Communication*	3
COM 120	Intro to Interpersonal Com*	3
COM 231	Public Speaking*[u]	3
ENG 114	Prof Research & Reporting*	3

Natural Sciences/Math

MAT 121	Algebra/Trigonometry I	3

II. Major Requirements

CTI 110	Web, Pgm, & Db Foundation	3
CTI 120	Network & Sec Foundation	3
CTS 115	Info Sys Business Concepts*	3
CTS 120	Hardware/Software Support	3

III. Other Major Requirements

CET 172	Internet Technologies	3
CIS 115	Intro to Programming & Logic*	3
CSC 120	Computing Fundamentals I*	4
DBA 120	Database Programming I	3
WEB 115	Web Markup and Scripting	3

Other Required Courses

CIS 110	Introduction to Computers*	3
CTS 220	Adv Hard/Software Support	3

Total Credits **43**

FALL SEMESTER I
CIS 110
CIS 115
CTI 110
CTI 120
CTS 120

SUMMER SEMESTER I
CTS 115
ENG 111
WEB 115
Communication Elect

SPRING SEMESTER I
CET 172
CSC 120
CTS 220
DBA 120
MAT 121

Information Technology
INFORMATION SYSTEMS ADMINISTRATION
Diploma Program - D25590E

Semester Hour Credits

I. General Education Requirements

ENG 111	Writing and Inquiry*[u]	3

Communications Electives
(Take 3 credits)

COM 110	Introduction to Communication*	3
COM 120	Intro to Interpersonal Com*	3
COM 231	Public Speaking*[u]	3
ENG 114	Prof Research & Reporting*	3

II. Major Requirements

CTI 110	Web, Pgm, & Db Foundation	3
CTI 120	Network & Sec Foundation	3
CTS 115	Info Sys Business Concepts*	3
CTS 120	Hardware/Software Support	3

III. Other Major Requirements

CET 130	Operating System Prin	3
CET 245	Internet Servers	3
CTI 141	Cloud & Storage Concepts	3
CTI 240	Virtualization Admin I	3
CTI 241	Virtualization Admin II	3
ELN 238	Advanced LANs	3
TNE 255	Network Servers	3

Other Required Courses

CIS 110	Introduction to Computers*	3
CTS 220	Adv Hard/Software Support	3

Total Credits **45**

FALL SEMESTER I
CET 130
CIS 110
CTS 120
CTI 110
CTI 120
CTS 115

SPRING SEMESTER I
CET 245
CTI 240
CTS 220
ENG 111
TNE 255

SUMMER SEMESTER I
CTI 141
CTI 241
ELN 238
Communication Elect

Information Technology
WEB DEVELOPMENT
Diploma Program - D25590F

Semester Hour Credits

I. General Education Requirements

ENG 111	Writing and Inquiry*[u]	3

Communications Electives
(Take 3 credits)

COM 110	Introduction to Communication*	3
COM 120	Intro to Interpersonal Com*	3
COM 231	Public Speaking*[u]	3
ENG 114	Prof Research & Reporting*	3

II. Major Requirements

CTI 110	Web, Pgm, & Db Foundation	3
CTI 120	Network & Sec Foundation	3
CTS 115	Info Sys Business Concepts*	3
CTS 120	Hardware/Software Support	3

III. Other Major Requirements

CET 172	Internet Technologies	3
CIS 115	Intro to Programming & Logic*	3
WEB 115	Web Markup and Scripting	3
WEB 210	Web Design	3
WEB 213	Internet Mkt & Analytics	3
WEB 215	Adv Markup and Scripting	3

Other Required Courses

CIS 110	Introduction to Computers*	3
CTS 220	Adv Hard/Software Support	3

Total Credits **42**

FALL SEMESTER I
CET 172
CIS 110
CTI 110
CTS 120
WEB 115

SPRING SEMESTER I
CIS 115
CTI 120
CTS 220
WEB 215
WEB 213

SUMMER SEMESTER I
CTS 115
ENG 111
WEB 210
Communications Elect

Information Technology
INFORMATION TECHNOLOGY
Certificate Program - C25590A

		Semester Hour Credits
I. Major Requirements		
CTI 110	Web, Pgm, & Db Foundation	3
CTI 120	Network & Sec Foundation	3
CTS 115	Info Sys Business Concepts*	3
CTS 120	Hardware/Software Support	3
II. Other Major Requirements		
Other Required Courses		
CIS 110	Introduction to Computers*	3
CTS 220	Adv Hard/Software Support	3
Total Credits		**18**

FALL SEMESTER I	SPRING SEMESTER I
CIS 110	CTI 110
CTS 115	CTI 120
CTS 120	CTS 220

Information Technology
INFORMATION SYSTEMS SECURITY
Certificate Program - C25590C

		Semester Hour Credits
I. Concentration Requirements		
Systems Security		
(Take 1 of 2 Groups)		
Group 1		
SEC 110	Security Concepts	3
NET 110	Networking Concepts	3
Group 2		
SEC 110	Security Concepts	3
NET 125	Introduction to Networks	3
II. Other Major Requirements		
CCT 250	Network Vulnerabilities I	3
CCT 251	Network Vulnerabilities II	3
CET 130	Operating System Prin	3
SEC 160	Security Administration I	3
Total Credits		**18**

FALL SEMESTER I	SUMMER SEMESTER I
CET 130	CCT 251
NET 110 or NET 125	SEC 160
SEC 110	

SPRING SEMESTER I
CCT 250

Information Technology
NETWORK TECHNOLOGY
Certificate Program - C25590D

		Semester Hour Credits
I. Major Requirements		
CTS 120	Hardware/Software Support	3
II. Other Major Requirements		
CET 125	Voice and Data Cabling	3
NET 125	Introduction to Networks	3
NET 126	Routing Basics	3
NET 225	Routing & Switching I	3
NET 226	Routing and Switching II	3
Total Credits		**18**

FALL SEMESTER I	SPRING SEMESTER I
CTS 120	CET 125
NET 125	NET 225
NET 126	NET 226

Information Technology
SOFTWARE DEVELOPMENT
Certificate Program - C25590E

		Semester Hour Credits
I. Major Requirements		
CTI 110	Web, Pgm, & Db Foundation	3
II. Other Major Requirements		
CIS 115	Intro to Programming & Logic*	3
CSC 120	Computing Fundamentals I*	4
DBA 120	Database Programming I	3
Other Required Courses		
CIS 110	Introduction to Computers*	3
Total Credits		**16**

FALL SEMESTER I	SPRING SEMESTER I
CIS 110	CSC 120
CIS 115	DBA 120
CTI 110	

Information Technology
OPERATING SYTEMS ADMINISTRATION
Certificate Program - C25590F

		Semester Hour Credits
I. Major Requirements		
CTS 120	Hardware/Software Support	3
II. Other Major Requirements		
CET 130	Operating System Prin	3
CET 245	Internet Servers	3
ELN 238	Advanced LANs	3
TNE 255	Network Servers	3
Other Required Courses		
CTS 220	Adv Hard/Software Support	3
Total Credits		**18**

FALL SEMESTER I	**SUMMER SEMESTER I**
CET 130	ELN 238
CTS 120	

SPRING SEMESTER I
CET 245
CTS 220
TNE 255

Information Technology
WEB DEVELOPMENT
Certificate Program - C25590G

		Semester Hour Credits
I. Other Major Requirements		
CET 172	Internet Technologies	3
WEB 115	Web Markup and Scripting	3
WEB 210	Web Design	3
WEB 213	Internet Mkt & Analytics	3
WEB 215	Adv Markup and Scripting	3
Other Required Courses		
CIS 110	Introduction to Computers*	3
Total Credits		**18**

FALL SEMESTER I	**SPRING SEMESTER I**
CET 172	WEB 210
CIS 110	WEB 213
WEB 115	WEB 215

Information Technology
COMPUTER FORENSICS
Certificate Program - C25590I

		Semester Hour Credits
I. Major Requirements		
CTS 120	Hardware/Software Support	3
II. Other Major Requirements		
CCT 260	Mobile Phone Examination	3
CET 130	Operating System Prin	3
CET 150	Computer Forensics I	3
CET 250	Computer Forensics II	3
Other Required Courses		
CTS 220	Adv Hard/Software Support	3
Total Credits		**18**

FALL SEMESTER I	**SUMMER SEMESTER I**
CET 130	CCT 260
CTS 120	CET 250

SPRING SEMESTER I
CET 150
CTS 220

Information Technology
VIRTUALIZATION TECHNOLOGY
Certificate Program - C25590J

		Semester Hour Credits
I. Other Major Requirements		
CET 130	Operating System Prin	3
CTI 141	Cloud & Storage Concepts	3
CTI 240	Virtualization Admin I	3
CTI 241	Virtualization Admin II	3
CTS 120	Hardware/Software Support	3
Other Required Courses		
CTS 220	Adv Hard/Software Support	3
Total Credits		**18**

FALL SEMESTER I	**SUMMER SEMESTER I**
CET 130	CTI 140
CTS 120	CTI 241

SPRING SEMESTER I
CTI 240
CTS 220

Interior Design

A.A.S. DEGREE (A30220)
DIPLOMA - KITCHEN AND BATH DESIGN (D30220)

Interior Design

Associate in Applied Science Program - A30220

The Interior Design curriculum is designed to prepare students for a variety of job opportunities in the field of both residential and non-residential interior design. The focus of the studies is technical knowledge, professional practices, and aesthetic principles.

Curriculum content includes residential and non-residential interior design, architectural drafting, computer aided design, and universal design. Also included are basic design, history of interiors and furnishings, color theory, products, business practices, graphic presentations, and General Education Requirements.

Graduates should qualify for a variety of jobs including residential and commercial interior design, showroom design, and sales positions for furniture, textiles and accessories, and all business dealing with interiors.

Semester Hour Credits

I. General Education Requirements

ART 111	Art Appreciation*^{u}	3
ENG 111	Writing and Inquiry*^{u}	3
ENG 114	Prof Research & Reporting*	3
MAT 110	Math Measurement and Literacy	3

Social/Behavioral Science Electives
(Take 3 credits)

HIS 121	Western Civilization I*	3
HIS 122	Western Civilization II*	3
HIS 131	American History I*^{u}	3
HIS 132	American History II*^{u}	3
POL 120	American Government*^{u}	3
POL 130	State & Local Government*	3
PSY 118	Interpersonal Psychology	3
PSY 150	General Psychology*^{u}	3
SOC 210	Introduction to Sociology*^{u}	3
SOC 213	Sociology of the Family*	3
SOC 220	Social Problems*	3

II. Major Requirements

DES 110	Architectural Graphics	2
DES 120	CAD for Interior Design	2
DES 125	Visual Presentation I	2
DES 135	Principles and Elem. of Design I	4
DES 210	Professional Practices/Interior Design	2
DES 220	Interior Design Fundamentals	3
DES 230	Residential Design I	3
DES 235	Products	3
DES 240	Commercial/Contract Design I	3
DES 256	History of Interiors and Furn II	3

III. Other Major Requirements
Required

BUS 110	Introduction to Business*	3
DES 111	Creative Problem Solving	2
DES 112	Bldg/Construc Sys	3
DES 136	Principles and Elem. of Design II	4
DES 225	Textiles for Interiors	3
DES 241	Commercial/Contract Design II	3
DES 242	Kitchen/Bath Design	3
DES 265	Lighting/Interior Design	2
DES 285	Capstone/Interior Design	4

Interior Design Electives
(Take 3 credits)

CIS 110	Introduction to Computers*	3
DES 238	Sustainable Interiors	3
DES 243	Advanced Kitchen/Bath Design	3
DES 255	History/Int & Furn I	3
DES 260	Materials Calc/Int. Design	3

IV. Other Requirements

WBL 111D	Work-Based Learning I	1
WBL 121D	Work-Based Learning II	1

Total Credits 74

FALL SEMESTER I
ART 111
DES 110
DES 125
DES 135
DES 235
ENG 111

SPRING SEMESTER I
DES 112
DES 120
DES 220
DES 242
MAT 110
Interior Design Elect

SUMMER SEMESTER II
DES 136
DES 210
WBL 121D

FALL SEMESTER II
BUS 110
DES 111
DES 225
DES 230
DES 240
ENG 114

SPRING SEMESTER II
DES 241
DES 256
DES 265
DES 285
WBL 111D
Social/Behav Science Elect

Interior Design
KITCHEN AND BATH DESIGN
Diploma Program - D30220

Semester Hour Credits

I. General Education Requirements

ENG 111	Writing and Inquiry*[u]	3
MAT 110	Math Measurement and Literacy	3

II. Major Requirements

DES 110	Architectural Graphics	2
DES 125	Visual Presentation I	2
DES 135	Principles and Elem. of Design I	4
DES 210	Professional Practices/Interior Design	2
DES 220	Interior Design Fundamentals	3
DES 235	Products	3

III. Other Major Requirements
Required

DES 112	Bldg/Construc Sys	3
DES 136	Principles and Elem. of Design II	4
DES 242	Kitchen/Bath Design	3
DES 265	Lighting/Interior Design	2

Interior Design Electives

DES 243	Advanced Kitchen/Bath Design	3

IV. Other Requirements

WBL 121D	Work-Based Learning II	1

Total Credits 38

FALL SEMESTER I
DES 110
DES 125
DES 135
DES 235
ENG 111

SPRING SEMESTER I
DES 112
DES 220
DES 242
DES 265
MAT 110

SUMMER SEMESTER I
DES 136
DES 210
DES 243
WBL 121D

Interpreter Education

A.A.S. Degree (A55300)

Associate in Applied Science Program - A55300

The Interpreter Education curriculum prepares individuals to work as entry-level Sign Language Interpreters who will provide communication access in interview and interactive settings. In addition, this curriculum provides in-service training for working interpreters who want to upgrade their skills. Course work includes the acquisition of American Sign Language (ASL); grammar, structure, and sociolinguistic properties; cognitive processes associated with interpretation between ASL and English; the structure and character of the deaf community; and acquisition of consecutive and simultaneous interpreting skills. Entry-level jobs for para-professional interpreters are available in educational systems or a variety of community settings. Individuals may choose from part-time, full-time, or self-employment/freelance positions or apply language skills to other human service related areas.

Semester Hour Credits

I. General Education Requirements

English

ENG 111	Writing and Inquiry*[u]	3

Natural Sciences/Math

MAT 143	Quantitative Literacy*[u]	3

Communications Electives
(Take 3 credits)

COM 110	Introduction to Communication*	3
COM 231	Public Speaking*[u]	3
ENG 114	Prof Research & Reporting*	3

Humanities/Fine Arts Electives
(Take 3 credits)

ART 111	Art Appreciation*[u]	3
ART 114	Art History Survey I*[u]	3
ART 115	Art History Survey II*[u]	3
DRA 111	Theatre Appreciation*	3
ENG 231	American Literature I*[u]	3
ENG 232	American Literature II*[u]	3
ENG 233	Major American Writers*	3
ENG 241	British Literature I*[u]	3
ENG 242	British Literature II*[u]	3
MUS 110	Music Appreciation*[u]	3
PHI 230	Introduction to Logic*	3
PHI 240	Introduction to Ethics*[u]	3
REL 110	World Religions*	3
REL 211	Intro to Old Testament*	3
REL 212	Intro to New Testament*	3
REL 221	Religion in America*	3

Social/Behavioral Science Electives
(Take 3 credits)

ANT 210	General Anthropology*	3
ECO 151	Survey of Economics*	3
ECO 251	Prin of Microeconomics*[u]	3

ECO 252	Prin of Macroeconomics*^{u}	3
HIS 111	World Civilizations I*^{u}	3
HIS 112	World Civilizations II*^{u}	3
HIS 131	American History I*^{u}	3
HIS 132	American History II*^{u}	3
POL 120	American Government*^{u}	3
POL 130	State & Local Government*	3
PSY 150	General Psychology*^{u}	3
PSY 241	Developmental Psych*	3
PSY 281	Abnormal Psychology*	3

II. Major Requirements

ASL 111	Elementary ASL I*	3
ASL 112	Elementary ASL II*	3
ASL 211	Intermediate ASL I*	3
ASL 250	Linguistics of ASL	3
IPP 111	Intro to Interpretation	3
IPP 112	Comparative Cultures	3
IPP 152	ASL/English Translation	3
IPP 161	Consecutive Interpreting	5
IPP 221	Simultaneous Interpret I	5
WBL 111I	Work-Based Learning I	1
WBL 115I	Work-Based Learning II	1

III. Other Major Requirements

ASL 181	ASL Lab 1*	1
ASL 182	ASL Lab 2*	1
ASL 212	Intermediate ASL II*	3
ASL 221	Advanced ASL I	3
ASL 281	ASL Lab 3*	1
CIS 110	Introduction to Computers*	3
IPP 130	Analytical Skills for Interpreting	3
IPP 224	ASL to English Interpret	2
IPP 240	Ethnical Standards & Practices	3

Total Credits 68

FALL SEMESTER I
ASL 111 / ASL 181*
ASL 112 / ASL 182**
ENG 111
IPP 111

FALL SEMESTER II
ASL 250
IPP 112
IPP 224
Humanities/Fine Arts Elect
Social/Behav Science Elect

SPRING SEMESTER I
ASL 211 / ASL 281
IPP 130
IPP 152
MAT 143
Communications Elect

SPRING SEMESTER II
ASL 221
IPP 221
IPP 224
IPP 240
WBL 111I
WBL 115I

SUMMER SEMESTER I
ASL 212
CIS 110
IPP 161

* Mini-Session I
**Mini-Session II

Landscape Gardening

A.A.S. DEGREE (A15260)
CERTIFICATE (C15260)
CERTIFICATE - RETENTION POND MANAGEMENT (C15260R)
CERTIFICATE - SUSTAINABLE GARDENING (C15260S)

Landscape Gardening

Associate in Applied Science Program - A15260

Landscape Gardening curriculum is designed to prepare individuals for various careers in horticulture. Classroom instruction and practical laboratory applications of horticultural principles and practices are included in the program of study.

Course work includes plant identification, pest management, plant science and soil science. Also included are courses in sustainable plant production and management, landscaping, and the operation of horticulture businesses.

Graduates should qualify for employment in a variety of positions associated with nurseries, garden centers, greenhouses, landscape operations, governmental agencies/ parks, golf courses, sports complexes, highway vegetation, turf maintenance companies, and private and public gardens. Graduates should also be prepared to take the North Carolina Pesticide Applicator's Examination and/or the North Carolina Certified Plant Professional Examination.

Landscape Gardening: A program that prepares individuals to manage and maintain indoor and/or outdoor ornamental and recreational plants and groundcovers and related conceptual designs established by landscape architects, interior designers, enterprise owners or managers, and individual clients. Potential course work includes instruction in applicable principles of horticulture, gardening, plant and soil irrigation and nutrition, turf maintenance, plant maintenance, equipment operation and maintenance, personnel supervision, and purchasing.

Semester Hour Credits

I. General Education Requirements

ENG 111	Writing and Inquiry*^{u}	3
ENG 114	Prof Research & Reporting	3
MAT 110	Math Measurement and Literacy	3

Humanities/Fine Arts Electives
(Take 3 credits)

ART 111	Art Appreciation*^{u}	3
ART 114	Art History Survey I*^{u}	3
ART 115	Art History Survey II*^{u}	3
ART 116	Survey of American Art*	3
ART 117	Non-Western Art History*	3
ART 131	Drawing I*	3
ART 171	Computer Art I*	3
ART 261	Photography I*	3
ART 283	Ceramics I*	3
DRA 111	Theatre Appreciation*	3

DRA 122	Oral Interpretation*	3
DRA 126	Storytelling*	3
DRA 211	Theatre History I*	3
DRA 212	Theatre History II*	3
ENG 131	Introduction to Literature*	3
ENG 231	American Literature I*[u]	3
ENG 232	American Literature II*[u]	3
ENG 233	Major American Writers*	3
ENG 241	British Literature I*[u]	3
ENG 242	British Literature II*[u]	3
ENG 261	World Literature I*	3
ENG 262	World Literature II*	3
HUM 110	Technology and Society*	3
HUM 115	Critical Thinking*	3
HUM 130	Myth in Human Culture*	3
HUM 160	Introduction to Film*	3
HUM 220	Human Values and Meaning*	3
MUS 110	Music Appreciation*[u]	3
MUS 112	Introduction to Jazz*[u]	3
MUS 113	American Music*	3
MUS 210	History of Rock Music*	3
MUS 211	History of Country Music*	3
PHI 210	History of Philosophy*	3
PHI 215	Philosophical Issues*[u]	3
PHI 220	Western Philosophy I*	3
PHI 221	Western Philosophy II	3
PHI 230	Introduction to Logic*	3
PHI 240	Introduction to Ethics*[u]	3
REL 110	World Religions*	3
REL 111	Eastern Religions*	3
REL 112	Western Religions*	3
REL 211	Intro to Old Testament*	3
REL 212	Intro to New Testament*	3
REL 221	Religion in America*	3

Social/Behavioral Science Electives
(Take 3 credits)

ANT 210	General Anthropology*	3
ANT 220	Cultural Anthropology*	3
ANT 240	Archaeology*	3
ECO 151	Survey of Economics*	3
ECO 251	Prin of Microeconomics*[u]	3
ECO 252	Prin of Macroeconomics*[u]	3
HIS 121	Western Civilization I*	3
HIS 122	Western Civilization II*	3
HIS 131	American History I*[u]	3
HIS 132	American History II*[u]	3
POL 110	Intro Political Science*	3
POL 120	American Government*[u]	3
POL 130	State & Local Government*	3
POL 210	Comparative Government*	3
POL 220	International Relations*	3
PSY 118	Interpersonal Psychology	3
PSY 150	General Psychology*[u]	3
PSY 241	Developmental Psych*	3
PSY 281	Abnormal Psychology*	3
SOC 210	Introduction to Sociology*[u]	3
SOC 213	Sociology of the Family*	3
SOC 220	Social Problems*	3
SOC 230	Race and Ethnic Relations*	3
SOC 240	Social Psychology*	3

II. Major Requirements

Plant Identification

HOR 160	Plant Materials I	3

Pest Management

HOR 164	Hort Pest Management	3

Design

HOR 112	Landscape Design I	3

Soil Science

LSG 111	Basic Landscape Techniques	2

Landscape Gardening

HOR 114	Landscape Construction	3
HOR 134	Greenhouse Operations	3
LSG 121	Fall Gardening Lab	2
LSG 122	Spring Gardening Lab	2
LSG 123	Summer Gardening Lab	2
WBL 111G	Work-Based Learning I	1

II. Other Major Requirements

AGR 139	Intro to Sustainable Ag	3
CIS 110	Introduction to Computers*	3
HOR 161	Plant Materials II	3
HOR 213	Landscape Design II	3
HOR 235	Greenhouse Production	3
HOR 257	Arboriculture Practices	2
LSG 231	Landscape Supervision	4
LSG 232	Garden Management	2
TRF 110	Intro to Turfgrass Cult & ID	4

Total Credits 66

FALL SEMESTER I	FALL SEMESTER II
LSG 111	ENG 114
LSG 121	HOR 112
HOR 114	HOR 134
HOR 160	HOR 257
MAT 110	LSG 231
Social/Behav Science Elect	

SPRING SEMESTER I	SPRING SEMESTER II
AGR 139	HOR 164
CIS 110	HOR 213
ENG 111	HOR 235
HOR 161	LSG 232
LSG 122	Humanities/Fine Arts Elect

SUMMER SEMESTER I
LSG 123
TRF 110
WBL 111G

Landscape Gardening

Certificate Program - C15260

		Semester Hour Credits
I. Major Requirements		
Plant Identification		
HOR 160	Plant Materials I	3
Pest Management		
HOR 164	Hort Pest Management	3
Soil Science		
LSG 111	Basic Landscape Techniques	2
Landscape Gardening		
LSG 121	Fall Gardening Lab	2
II. Other Major Requirements		
TRF 110	Intro to Turfgrass Cult & ID	4
Total Credits		14

FALL SEMESTER I	SUMMER SEMESTER I
HOR 160	TRF 110
LSG 111	
LSG 121	

SPRING SEMESTER I
HOR 164

Landscape Gardening

RETENTION POND MANAGEMENT

Certificate Program - C15260R

The Retention Pond Management Certificate Program provides a heavy concentration of hands-on retention pond management experience using retention ponds at the CFCC North Campus. Students will learn how to select aquatic and wetland plants for use around a retention pond including planting, fertilization and pruning. Students will also learn the basics of aquatic and wetland weed management and pest control and will receive the North Carolina Commercial Aquatic Pest Control license and the Commercial Pesticide Ground Applicators license.

		Semester Hour Credits
I. Major Requirements		
Plant Identification		
HOR 160	Plant Materials I	3
Pest Management		
HOR 164	Hort Pest Management	3
Soil Science		
LSG 111	Basic Landscape Techniques	2
Landscape Gardening		
LSG 121	Fall Gardening Lab	2
LSG 122	Spring Gardening Lab	2
Total Credits		12

FALL SEMESTER I	SPRING SEMESTER I
HOR 160	HOR 164
LSG 111	LSG 122
LSG 121	

Landscape Gardening

SUSTAINABLE GARDENING

Certificate Program - C15260S

The Retention Pond Management Certificate Program provides a heavy concentration of hands-on retention pond management experience using retention ponds at the CFCC North Campus. Students will learn how to select aquatic and wetland plants for use around a retention pond including planting, fertilization and pruning. Students will also learn the basics of aquatic and wetland weed management and pest control and will receive the North Carolina Commercial Aquatic Pest Control license and the Commercial Pesticide Ground Applicators license.

		Semester Hour Credits
I. Major Requirements		
Plant Identification		
HOR 160	Plant Materials I	3
Soil Science		
LSG 111	Basic Landscape Techniques	2
Landscape Gardening		
HOR 134	Greenhouse Operations	3
LSG 121	Fall Gardening Lab	2
II. Other Major Requirements		
AGR 139	Intro to Sustainable Ag	3
Total Credits		13

FALL SEMESTER I	SPRING SEMESTER I
HOR 134	AGR 139
LSG 111	HOR 164
LSG 121	

Marine Technology

A.A.S. DEGREE (A15320)

Marine Technology students are required, for completion of their degree, to complete 5 separate training cruises. During these cruises students should not be excused from assignments and tests but are required to arrange make-ups with faculty well in advance of departure. If the faculty maintains a graded attendance policy, cruises should be treated as an excused absence and not be punitive.

Associate in Applied Science - A15320

These curricula prepare individuals for a variety of marine-related occupations such as marine conservation, water analysis, marine scientific research support and commercial fishing. Individuals will be prepared as naturalists within the ecotourism industry and be trained in observational and measurement techniques aboard a variety of vessels including ocean-going research vessels. Course work includes a unique blend of traditional and contemporary vocational, technical, and scientific marine education. Course work specific for Marine Sciences includes instruction in biological sciences, environmental sciences, and marine sciences. Field and laboratory experiences prepare students to identify, observe, and collect scientific data associated with the fauna and flora found in the rivers, estuaries, sounds, and ocean. Course work in Marine Technologies includes instruction in the use of physical, chemical, meteorological, biological, and geological oceanographic instrumentation and sampling equipment. Graduates are prepared for employment opportunities with aquariums, fisheries, corps of engineers, marine patrol, ecotourism companies, commercial fishing industries, entry-level field or laboratory positions with industries, state and federal agencies, and educational facilities associated with marine science and research. Career opportunities include oceanography, environmental science, marine biology, geophysical exploration, and fisheries-related employment.

Marine Technology: A program that provides the practical and academic skills essential for success in marine scientific support. Training in the operation and maintenance of seismic and hydrographic instrumentation including: side scan sonar, multibeam echo sounders, and sub-bottom profilers is provided in the classroom and underway at sea. Additional course work includes: classic and digital navigation techniques, practical applications of boat handling, seamanship, marlinspike seamanship, and safety at sea. Instruction applicable to fisheries science and environmental assessment is provided.

Semester Hour Credits

I. General Education Requirements

ENG 111	Writing and Inquiry*[u]	3
ENG 114	Prof Research & Reporting*	3
MAT 121	Algebra/ Trigonometry I	3

Humanities/Fine Arts Electives

(Take 3 credits)

ART 111	Art Appreciation*[u]	3
ART 114	Art History Survey I*[u]	3
ART 115	Art History Survey II*[u]	3
ART 116	Survey of American Art*	3
ART 117	Non-Western Art History*	3
ART 121	Two-Dimensional Design*	3
ART 131	Drawing I*	3
ART 171	Computer Art I*	3
ART 261	Photography I*	3
ART 283	Ceramics I*	3
DRA 111	Theatre Appreciation*	3
DRA 112	Literature of the Theatre*	3
DRA 122	Oral Interpretation*	3
DRA 211	Theatre History I*	3
DRA 212	Theatre History II*	3
ENG 131	Introduction to Literature*	3
ENG 231	American Literature I*[u]	3
ENG 232	American Literature II*[u]	3
ENG 233	Major American Writers*	3
ENG 241	British Literature I*[u]	3
ENG 242	British Literature II*[u]	3
ENG 261	World Literature I*	3
ENG 262	World Literature II*	3
ENG 273	African-American Literature*	3
ENG 274	Literature by Women*	3
HUM 110	Technology and Society*	3
HUM 115	Critical Thinking*	3
HUM 160	Introduction to Film*	3
MUS 110	Music Appreciation*[u]	3
MUS 112	Introduction to Jazz*[u]	3
MUS 113	American Music*	3
MUS 114	Non-Western Music*	3
MUS 213	Opera and Musical Theatre*	3
PHI 215	Philosophical Issues*[u]	3
PHI 230	Introduction to Logic*	3
PHI 240	Introduction to Ethics*[u]	3
REL 110	World Religions*	3
REL 111	Eastern Religions*	3
REL 112	Western Religions*	3
REL 211	Intro to Old Testament*	3
REL 212	Intro to New Testament*	3
REL 221	Religion in America*	3

Social/Behavioral Science Electives

(Take 3 credits)

HIS 121	Western Civilization I*	3
HIS 122	Western Civilization II*	3
HIS 131	American History I*[u]	3
HIS 132	American History II*[u]	3
POL 120	American Government*[u]	3
POL 130	State & Local Government*	3
PSY 118	Interpersonal Psychology	3
PSY 150	General Psychology*[u]	3
SOC 210	Introduction to Sociology*[u]	3
SOC 213	Sociology of the Family*	3
SOC 220	Social Problems*	3

II. Major Requirements

MSC 110	Training Cruise I	1
MSC 112	Training Cruise II	1
MSC 114	Training Cruise III	1
MSC 122	Boat Handling/ Seamanship	3
MSC 124	Industrial Skills	3
MSC 126	Marine Engines	2
MSC 132	Fishing Gear Technology I	3
MSC 134	Fishing Gear Technology II	2
MSC 150	Navigation	3
MSC 152	Marine Instrumentation	2
MSC 160	Oceanography	4
MSC 172	Marine Biology	3
MSC 174	Marine Invertebrate Zoology	4
MSC 180	Water Analysis	3
MSC 276	Marine Vertebrate Zoology	4

III. Other Major Requirements

ELN 114	Marine Electronics	2
MSC 120	Marine Software & Data Ntwks	2
MSC 210	Marine Envir Samp & Analysis	2
MSC 216	Training Cruise IV	1
MSC 218	Training Cruise V	1
MSC 220	Marine GIS	3
MSC 254	Marine Data Processing	2
MSC 256	Hydrographic Surveying	2

Total Credits 69

FALL SEMESTER I
MSC 110
MSC 120
MSC 122
MSC 132
MSC 172

SPRING SEMESTER I
MAT 121
MSC 112
MSC 124
MSC 150
MSC 276

SUMMER SEMESTER I
ENG 111
MSC 114
MSC 126
MSC 134
MSC 152

FALL SEMESTER II
MSC 160
MSC 174
MSC 210
MSC 216
Humanities/Fine Arts Elect
Social/Behav Science Elect

SPRING SEMESTER II
ELN 114
ENG 114
MSC 180
MSC 218
MSC 220
MSC 254
MSC 256

Note:

As a student participating on training cruises in the Marine Technology program at Cape Fear Community College, all students must have a licensed physician complete a physical in addition to passing a drug screen (documentation is available in the MT department office). This exam and test will be conducted at the student's expense.

The physical will be valid for the two years that the student is enrolled in the program. After this time period the student will be required to complete another physical if the training cruises are not completed.

If a student demonstrates behavior causing concern as to alcohol or drug use they will be required to submit to an immediate drug screening at his/her expense. Failure to comply or evidence of drug or alcohol in a screening test will result in revocation of training cruise participation for 1 year. After this time, the student must submit a clean drug test for consideration.

Mechanical Engineering Technology

A.A.S. DEGREE (A40320)
DIPLOMA - CAD DRAFTING (D40320)
CERTIFICATE - CAD DRAFTING (C40320C)

Mechanical Engineering Technology

Associate in Applied Science Program - A40320

The Mechanical Engineering Technology curriculum prepares graduates for employment as technicians in the diversified mechanical and manufacturing engineering fields. Mechanical Engineering technicians assist in design, development, testing, process design and improvement, and troubleshooting and repair of engineered systems. Emphasis is placed on the integration of theory and hands-on application of engineering principles.

In addition to course work in engineering graphics, engineering fundamentals, materials and manufacturing processes, mathematics, and physics, students will study computer applications, critical thinking, planning and problem solving, and oral and written communications.

Graduates of the curriculum will find employment opportunities in the manufacturing or service sectors of engineering technology. Engineering technicians may obtain professional certification by application to organizations such as ASQ, SME, and NICET.

Semester Hour Credits

I. General Education Requirements

COM 110	Introduction to Communication*	3
ENG 111	Writing and Inquiry*^{u}	3
MAT 121	Algebra/Trigonometry I	3

Humanities/Fine Arts Electives
(Take 3 credits)

ART 111	Art Appreciation*^{u}	3
ART 114	Art History Survey I*^{u}	3
ART 115	Art History Survey II*^{u}	3
ART 117	Non-Western Art History*	3

ART 131	Drawing I*	3
DRA 111	Theatre Appreciation*	3
DRA 112	Literature of the Theatre*	3
DRA 122	Oral Interpretation*	3
DRA 211	Theatre History I*	3
DRA 212	Theatre History II*	3
MUS 110	Music Appreciation*^{u}	3
MUS 111	Fundamentals of Music*	3
MUS 112	Introduction to Jazz*^{u}	3
MUS 113	American Music*	3
MUS 114	Non-Western Music*	3
MUS 213	Opera and Musical Theatre*	3
HUM 110	Technology and Society*	3
HUM 160	Introduction to Film*	3
PHI 215	Philosophical Issues*^{u}	3
PHI 240	Introduction to Ethics*^{u}	3
REL 221	Religion in America*	3
ART 121	Two-Dimensional Design*	3

Social/Behavioral Science Electives
(Take 3 credits)

HIS 121	Western Civilization I*	3
HIS 122	Western Civilization II*	3
HIS 131	American History I*^{u}	3
HIS 132	American History II*^{u}	3
POL 120	American Government*^{u}	3
PSY 118	Interpersonal Psychology	3
PSY 150	General Psychology*^{u}	3
SOC 210	Introduction to Sociology*^{u}	3
SOC 213	Sociology of the Family*	3
SOC 220	Social Problems*	3

II. Major Requirements
Engineering Fundamentals

EGR 251	Statics	3
EGR 252	Strength of Materials	3

Two-Dimensional Drawing

DFT 151	CAD I	3

Three-Dimensional Drawing

DFT 154	Intro Solid Model/Render	3

Fluid Mechanics

HYD 110	Hydraulics/Pneumatics I	3

Manufacturing

MEC 145	Manufacturing Materials I	3

Physics

PHY 131	Physics/Mechanics	4

III. Other Major Requirements

DDF 211	Design Process I	4
DDF 212	Design Process II	4
DFT 111 /	Technical Drafting I	2
DFT 111A	Technical Drafting I Lab	1
DFT 112 /	Technical Drafting II	2
DFT 112A	Technical Drafting II Lab	1
DFT 211	Gears, Cams, & Pulleys	2
DFT 231	Jig and Fixture Design	2
DFT 254	Intermed Solid Model/Render	3
ELC 111	Intro to Electricity	3
MEC 110	Introduction to CAD/CAM	2
MEC 111	Machine Processes I	3

IV. Mechanical Engineering Electives
(Take at least 4 credits)

ATR 112	Intro to Automation	3
CIS 110	Introduction to Computers*	3
CSC 133	C-Programming	3
CSC 139	Visual BASIC Prog*	3
CSC 151	JAVA Programming*	3
ELC 113	Residential Wiring I	4
ELC 125	Diagrams and Schematics	2
ISC 112	Industrial Safety	2
MAC 121	Intro to CNC	2
MAC 124	CNC Milling	2
WLD 112	Basic Welding Processes	2
WLD 121	GMAW (MIG) Plate/Pipe	4

Total Credits **70**

FALL SEMESTER I	**FALL SEMESTER II**
COM 110	DDF 211
DFT 111 / DFT 111A	EGR 251
DFT 151	ELC 111
MAT 121	Humanities/Fine Arts Elect
MEC 111	Mechanical Eng Elect

SPRING SEMESTER I	**SPRING SEMESTER II**
DFT 112 / DFT 112A	DDF 212
DFT 154	DFT 231
MEC 110	EGR 252
MEC 145	HYD 110
PHY 131	Social/Behav Science Elect

SUMMER SEMESTER I
DFT 211
DFT 254
ENG 111
Mechanical Eng Elect

Mechanical Engineering Technology
CAD DRAFTING
Diploma Program - D40320

Semester Hour Credits

I. General Education Requirements

COM 110	Introduction to Communication*	3
ENG 111	Writing and Inquiry*^{u}	3
MAT 121	Algebra/Trigonometry I	3

II. Major Requirements
Two-Dimensional Drawing

DFT 151	CAD I	3

Three-Dimensional Drawing

DFT 154	Intro Solid Model/Render	3

Manufacturing

MEC 145	Manufacturing Materials I	3

Physics

PHY 131	Physics/Mechanics	4

III. Other Major Requirements

DFT 111 /	Technical Drafting I	2
DFT 111A	Technical Drafting I Lab	1
DFT 112 /	Technical Drafting II	2
DFT 112A	Technical Drafting II Lab	1
DFT 211	Gears, Cams, & Pulleys	2
DFT 254	Intermed Solid Model/Render	3
MEC 110	Introduction to CAD/CAM	2
MEC 111	Machine Processes I	3

IV. Mechanical Engineering Electives

ISC 112	Industrial Safety	2

Total Credits 40

FALL SEMESTER I	SUMMER SEMESTER I
COM 110	ENG 111
DFT 111 / DFT 111A	DFT 211
DFT 151	DFT 254
MAT 121	ISC 112
MEC 111	

SPRING SEMESTER I

DFT 112 / DFT 112A
DFT 154
MEC 110
MEC 145
PHY 131

Mechanical Engineering Technology
CAD DRAFTING

Certificate Program - C40320C

Semester Hour Credits

I. Major Requirements

Two-Dimensional Drawing

DFT 151	CAD I	3

Three-Dimensional Drawing

DFT 154	Intro Solid Model/Render	3

II. Other Major Requirements

DFT 111 /	Technical Drafting I	2
DFT 111A	Technical Drafting I Lab	1
DFT 112 /	Technical Drafting II	2
DFT 112A	Technical Drafting II Lab	1

Total Credits: 12

FALL SEMESTER I	SPRING SEMESTER I
DFT 111 / DFT 111A	DFT 112 / DFT 112A
DFT 151	DFT 154

Mechatronics Engineering Technology

A.A.S. DEGREE (A40350)

Associate in Applied Science - A40350

A course of study that prepares the students to use basic engineering principles and technical skills in developing and testing automated, servomechanical, and other electromechanical systems. Includes instruction in prototype testing, manufacturing and operational testing, systems analysis and maintenance procedures.

Graduates should be qualified for employment in industrial maintenance and manufacturing including assembly, testing, startup, troubleshooting, repair, process improvement, and control systems, and should qualify to sit for Packaging Machinery Manufacturers Institute (PMMI) mechatronics or similar industry examinations.

Semester Hour Credits

I. General Education Requirements

ENG 111	Writing and Inquiry*ᵘ	3
ENG 114	Prof Research and Reporting*	3
COM 110	Introduction to Communication*	3

Humanities/Fine Arts

HUM 115	Critical Thinking*	3

Social/Behavioral Sciences

PSY 150	General Psychology*ᵘ	3

Natural Sciences/Math

MAT 121	Algebra/Trigonometry I	3
MAT 122	Algebra/Trigonometry II	3

II. Major Requirements

Required

ATR 112	Introduction to Automation	3
ELC 213	Instrumentation	4

Computer Applications

CIS 110	Introduction to Computers*	3

Safety

ISC 112	Industrial Safety	2

Basic Electricity

ELC 131	Circuit Analysis I	4

Drawing

DFT 151	CAD I	3

Fluid Mechanics

HYD 110	Hydraulics/Pneumatics I	3

Mechanical Drives

MEC 130	Mechanisms	3

Machines

ELC 117	Motors and Controls	4

Programmable Logic Controls

ELC 128	Introduction to PLC	3

Physics

PHY 131	Physics-Mechanics	4

III. Other Major Requirements

ELC 125	Diagrams and Schematics	2
ELC 228	PLC Applications	4
MEC 111	Machine Processes I	3
MNT 111	Maintenance Practices	3
WLD 112	Basic Welding Processes	2

Total Credits 71

FALL SEMESTER I	**FALL SEMESTER II**
CIS 110	ATR 112
COM 110	ELC 128
ELC 131	ELC 213
ENG 111	ENG 114
MAT 121	MAT 122

SPRING SEMESTER I	**SPRING SEMESTER II**
ELC 117	ELC 228
ELC 125	MEC 130
HYD 110	MNT 111
HUM 115	PSY 150
ISC 112	WLD 112

SUMMER SEMESTER I

DFT 151
MEC 111
PHY 131

Medical Office Administration

A.A.S. DEGREE (A25310)

Associate in Applied Science Program - A25310

This curriculum prepares individuals for employment in medical and other health-care related offices.

Course work will include medical terminology; information systems; office management; medical coding, billing and insurance; legal and ethical issues; and formatting and word processing.

Students will learn administrative and support functions and develop skills applicable in medical environments. Employment opportunities are available in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other health-care related organizations.

Semester Hour Credits

I. General Education Requirements

ENG 111	Writing and Inquiry*u	3
COM110	Intro to Communication	3

Humanities/Fine Arts Electives
(Take 3 credits)

ART 111	Art Appreciation*u	3
ART 114	Art History Survey I*u	3
ART 115	Art History Survey II*u	3
ART 116	Survey of American Art*	3
ART 117	Non-Western Art History*	3
ART 131	Drawing I*	3
ART 171	Computer Art I*	3
ART 261	Photography I*	3
ART 283	Ceramics I*	3
DRA 111	Theatre Appreciation*	3
DRA 112	Literature of the Theatre*	3
DRA 122	Oral Interpretation*	3
DRA 211	Theatre History I*	3
DRA 212	Theatre History II*	3
HUM 110	Technology and Society*	3
HUM 115	Critical Thinking*	3
HUM 160	Introduction to Film*	3
MUS 110	Music Appreciation*u	3
MUS 112	Introduction to Jazz*u	3
MUS 113	American Music*	3
MUS 114	Non-Western Music*	3
MUS 213	Opera and Musical Theatre*	3
PHI 215	Philosophical Issues*u	3
PHI 230	Introduction to Logic*	3
PHI 240	Introduction to Ethics*u	3
REL 110	World Religions*	3
REL 111	Eastern Religions*	3
REL 112	Western Religions*	3
REL 211	Intro to Old Testament*	3
REL 212	Intro to New Testament*	3
REL 221	Religion in America*	3

Social/Behavioral Science Electives
(Take 3 credits)

HIS 121	Western Civilization I*	3
HIS 122	Western Civilization II*	3
HIS 131	American History I*u	3
HIS 132	American History II*u	3
POL 120	American Government*u	3
POL 130	State & Local Government*	3
PSY 118	Interpersonal Psychology	3
PSY 150	General Psychology*u	3
SOC 210	Introduction to Sociology*u	3
SOC 213	Sociology of the Family*	3
SOC 220	Social Problems*	3

Math/Natural Science Electives
(Take 3-4 credits)

BIO 110	Principles of Biology*u	4
BIO 111	General Biology I*u	4
CHM 131	Introduction to Chemistry	3
CHM 131A	Intro to Chemistry Lab	1
CHM 151	General Chemistry I*u	4
GEL 111	Geology*u	4

MAT 110	Math Measurement & Literacy	3
PHY 110	Conceptual Physics*u	3
PHY 110A	Conceptual Physics Lab*u	1

II. Major Requirements
Required

MED 121	Medical Terminology I	3
MED 122	Medical Terminology II	3
OST 131	Keyboarding	2
OST 136	Word Processing	3
OST 148	Med Coding Billing & Insu	3
OST 149	Medical Legal Issues	3
OST 164	Text Editing Applications	3
OST 243	Med Office Simulation	3
OST 289	Administrative Office Mgt	3

Computer Literacy
(Take 2-3 credits)

CIS 110	Introduction to Computers*	3
CIS 111	Basic PC Literacy	2

III. Other Major Requirements
Required

ACC 120	Prin of Financial Accounting*	4
CTS 130	Spreadsheet	3
DBA 110	Database Concepts	3
OST 241	Med Ofc Transcription I	2
OST 242	Med Ofc Transcription II	2
OST 247	Procedure Coding	2
OST 248	Diagnostic Coding	2

Anatomy/Physiology

BIO 163	Basic Anat & Physiology*	5

Medical Office Administration Electives
(Take at least 1 credit)

BUS 137	Principles of Management*	3
BUS 240	Business Ethics	3
MKT 223	Customer Service	3
WBL 111M	Work-Based Learning I	1

Total Credits 67/69

FALL SEMESTER I
BIO 163
CIS 110 or CIS 111
MED 121
OST 131
OST 136

SPRING SEMESTER I
ENG 111
MED 122
OST 149
OST 164
Humanities/Fine Arts Elect

SUMMER SEMESTER I
OST 241
OST 247
OST 248

FALL SEMESTER II
COM 110
CTS 130
OST 148
OST 242
Math/Science Elective
Medical Office Admin Elect

SPRING SEMESTER II
ACC 120
DBA 110
OST 243
OST 289
Social/Behav Science Elect

Medical Sonography

A.A.S. DEGREE (A45440)

The program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of The Joint Review Committee on Education in Diagnostic Medical Sonography.
The CAAHEP address is 25400 US Highway 19 N., Suite 158
Clearwater, Florida 33763 Phone: 727-210-2350

This program has selective admission requirements. Contact the Counseling Office for information and application deadlines.

Associate in Applied Science Program - A45440
The Medical Sonography curriculum provides knowledge and clinical skills in the application of high frequency sound waves to image internal body structures.

Course work includes physics, cross-sectional anatomy, abdominal, introductory vascular, and obstetrical/gynecological sonography. Competencies are attained in identification of normal anatomy and pathological processes, use of equipment, fetal growth and development, integration of related imaging, and patient interaction skills.

Graduates of accredited programs are eligible to take National Registry Examinations in ultrasound physics and instrumentation and specialty examinations administered by the American Registry of Diagnostic Medical Sonographers. Graduates may find employment in clinics, physicians' offices, mobile services, equipment manufacturers, hospitals, and educational institutions.

Students are required to pass the computer competency test administered in the Learning Lab, or pass CIS 110 or CIS 111.

Semester Hour Credits

I. General Education Requirements
English

ENG 111	Writing and Inquiry*u	3

Math
(Take 3-4 credits)

MAT 143	Quantitative Literacy*u	3
MAT 152	Statistical Methods I*u	4
MAT 171	Precalculus Algebra*u	4

Communications
(Take 3 credits)

COM 110	Introduction to Communication*	3
COM 120	Intro to Interpersonal Com*	3
COM 231	Public Speaking*u	3

Science

PHY 110 /	Conceptual Physics*u	3
PHY 110A	Conceptual Physics Lab*u	1

Humanities/Fine Arts Electives
(Take 3 credits)

ART 111	Art Appreciation*^{u}	3
ART 114	Art History Survey I*^{u}	3
ART 115	Art History Survey II*^{u}	3
ART 117	Non-Western Art History*	3
ART 131	Drawing I*	3
DRA 111	Theatre Appreciation*	3
DRA 112	Literature of the Theatre*	3
DRA 122	Oral Interpretation*	3
DRA 211	Theatre History I*	3
DRA 212	Theatre History II*	3
HUM 110	Technology and Society*	3
HUM 160	Introduction to Film*	3
MUS 110	Music Appreciation*^{u}	3
MUS 112	Introduction to Jazz*^{u}	3
PHI 215	Philosophical Issues*^{u}	3
PHI 240	Introduction to Ethics*^{u}	3
REL 111	Eastern Religions*	3
REL 112	Western Religions*	3
REL 211	Intro to Old Testament*	3
REL 212	Intro to New Testament*	3
REL 221	Religion in America*	3

Social/Behavioral Science Electives
(Take 3 credits)

PSY 150	General Psychology*^{u}	3
SOC 210	Introduction to Sociology*^{u}	3

II. Major Requirements

BIO 163	Basic Anat & Physiology*	5
SON 110	Introduction to Sonography	3
SON 111	Sonographic Physics	4
SON 120	SON Clinical Education I	5
SON 121	SON Clinical Education II	5
SON 130	Abdominal Sonography I	3
SON 131	Abdominal Sonography II	2
SON 140	Gynecologic Sonography	2
SON 220	SON Clinical Education III	8
SON 221	SON Clinical Education IV	8
SON 225	Case Studies	1
SON 241	Obstetrical Sonography I	2
SON 242	Obstetrical Sonography II	2
SON 250	Vascular Sonography	2
SON 289	Sonographic Topics	2

III. Other Major Requirements

SON 272	Advanced Pathology	1

Total Credits 74/75

FALL SEMESTER I
BIO 163
SON 110
SON 111
SON 130

SPRING SEMESTER I
PHY 110 / PHY 110A
SON 120
SON 131
SON 140
SON 250
Math Elect

SUMMER SEMESTER I
SON 121
SON 241
Humanities/Fine Arts Elect
Social/Behav Science Elect

FALL SEMESTER II
ENG 111
SON 220
SON 242
SON 272

SPRING SEMESTER II
SON 221
SON 225
SON 289
Communications Elect

Nuclear Technology

A.A.S. DEGREE (A50460)

Associate in Applied Science Program - A50460
The Nuclear Technology curriculum prepares individuals to become qualified reactor field technicians who are employed by licensed nuclear reactor facilities.

Course work includes theory and application related to industrial and engineering technology disciplines including nuclear reactor theory, reactor systems, industrial and nuclear safety, instrumentation, electrical generation, automation and robotics, and may include quality control, welding, and various metallurgical inspection procedures.

Upon completion, graduates should qualify as entry-level nuclear reactor technicians and have academic preparations to advance into other industrial or engineering technician positions within the commercial nuclear power industry.

Semester Hour Credits

I. General Education Requirements

English

ENG 111	Writing and Inquiry*^{u}	3
ENG 114	Prof Research & Reporting*	3

Humanities/Fine Arts

HUM 115	Critical Thinking*	3

Natural Sciences/Math

MAT 121	Algebra/Trigonometry I	3

Social/Behavioral Science Electives
(Take 3 credits)

ECO 151	Survey of Economics*	3
POL 110	Intro Political Science*	3
PSY 150	General Psychology*^{u}	3
SOC 210	Introduction to Sociology*^{u}	3

II. Major Requirements

Required

ISC 130	Intro to Quality Control	3
MEC 265	Fluid Mechanics	3
NUC 110	Nuclear Reactor Systems	3
NUC 120	Nuclear Reactor Theory	4
NUC 130	Applied NDE-Nuclear	2
PHY 131	Physics-Mechanics	4
PHY 132	Physics-Elec & Magnetism	4
WLD 112	Basic Welding Processes	2
WLD 143	Welding Metallurgy	2

Computers

CIS 110	Introduction to Computers*	3

III. Other Major Requirements

ELC 131	Circuit Analysis I	4
ELC 213	Instrumentation	4
ISC 112	Industrial Safety	2
ISC 121	Envir Health & Safety	3
MAT 122	Algebra/Trigonometry II	3
MEC 267	Thermal Systems	3
WBL 111N	Work-Based Learning I	1

IV. Other Requirements

EGR 115	Intro to Technology	3

Total Credits 68

FALL SEMESTER I
CIS 110
EGR 115
ENG 111
ISC 112
MAT 121
NUC 110

FALL SEMESTER II
ENG 114
HUM 115
MEC 267
PHY 132

SPRING SEMESTER I
ELC 131
ISC 121
MAT 122
MEC 265
NUC 120

SPRING SEMESTER II
WBL 111N

SUMMER I
ELC 213
PHY 131
WLD 112

SUMMER II
ISC 130
NUC 130
WLD 143
Social/Behav Science Elect

Note:
Actual course sequence may vary from that stated above depending upon prior college credits. Contact the Lead Instructor regarding individual schedule and course selections.

This program includes a cooperative work experience course at a nuclear power plant that requires students to meet Federal regulations for fitness for duty and access authorization. Prior to registering for WBL 111N, students must complete a process that supports the security criteria for their assigned nuclear plant that includes a background check, drug screen, and psychological assessment. The college has agreements with the service providers of this process and students will be charged a fee that totals about $150. Please contact the Lead Instructor, Nuclear Technology for further details.

NURSING PROGRAMS

Associate Degree Nursing (RN)

A.A.S. DEGREE-RN (A45110)

This program has selective admission requirements. Contact the Counseling Office for information and application deadlines.

Associate in Applied Science Program - A45110

The Associate Degree Nursing curriculum provides knowledge, skills, and strategies to integrate safety and quality into nursing care, to practice in a dynamic environment, and to meet individual needs which impact health, quality of life, and achievement of potential.

Course work includes and builds upon the domains of healthcare, nursing practice, and the holistic individual. Content emphasizes the nurse as a member of the interdisciplinary team providing safe, individualized care while employing evidence-based practice, quality improvement, and informatics.

Graduates of this program are eligible to apply to take the National Council Licensure Examination (NCLEX-RN). Employment opportunities are vast within the global health care system and may include positions within acute, chronic, extended, industrial, and community health care facilities.

Semester Hour Credits

I. General Education Requirements

Required

BIO 168	Anatomy & Physiology I*	4
BIO 169	Anatomy & Physiology II*	4
ENG 111	Writing and Inquiry*^{u}	3
PSY 150	General Psychology*^{u}	3

English
(Take 3 credits)

ENG 112	Writing/Research in the Disc*^{u}	3
ENG 114	Prof Research & Reporting*	3

Humanities/Fine Arts Electives
(Take 3 credits)

ART 111	Art Appreciation*^{u}	3
ART 114	Art History Survey I*^{u}	3
ART 115	Art History Survey II*^{u}	3
HUM 115	Critical Thinking*	3
MUS 110	Music Appreciation*^{u}	3

MUS 112	Introduction to Jazz*^{u}	3
PHI 215	Philosophical Issues*^{u}	3
PHI 240	Introduction to Ethics*^{u}	3

II. Major Requirements

NUR 111	Intro to Health Concepts	8
NUR 112	Health-Illness Concepts	5
NUR 113	Family Health Concepts	5
NUR 114	Holistic Health Concepts	5
NUR 211	Health Care Concepts	5
NUR 212	Health System Concepts	5
NUR 213	Complex Health Concepts	10

III. Other Major Requirements
Required

BIO 175	General Microbiology*	3
PSY 241	Developmental Psych*	3

Computer Literacy
(Take 2-3 credits)

CIS 110	Introduction to Computers*	3
CIS 111	Basic PC Literacy	2

*Students must achieve a "C" or higher in each course in the curriculum in order to progress semester by semester and to graduate.

Total Credits 71

FALL SEMESTER I	FALL SEMESTER II
BIO 168	BIO 175
NUR 111	ENG 111
PSY 150	NUR 211
	NUR 212

SPRING SEMESTER I	SPRING SEMESTER II
BIO 169	ENG 112 or ENG 114
NUR 112	NUR 213
NUR 114	Humanities/Fine Arts Elect
PSY 241	

SUMMER SEMESTER I
CIS 110 or CIS 111
NUR 113

Practical Nursing (LPN)

DIPLOMA (D45660)

This program has selective admission requirements. Contact the Counseling Office for information and application deadlines.

Diploma Program - D45660

The practical nursing curriculum provides knowledge and skills to integrate safety and quality into nursing care to meet the needs of the holistic individual which impact health, quality of life and achievement of potential.

Course work includes and builds upon the domains of healthcare, nursing practice, and the holistic individual. Content emphasizes safe, individualized nursing care and participation in the interdisciplinary team while employing evidence-based practice, quality improvement, and informatics.

Graduates are eligible to apply to take the National Council Licensure Examination (NCLEX-PN) which is required for practice as a Licensed Practical Nurse. Employment opportunities include hospitals, rehabilitation/long term care/home health facilities, clinics, and physicians' offices.

Semester Hour Credits

I. General Education Requirements
Communications

ENG 111	Writing and Inquiry*^{u}	3

Social Sciences

PSY 150	General Psychology*^{u}	3
PSY 241	Developmental Psych*	3

Science

BIO 163	Basic Anat & Physiology*	5

II. Major Requirements

NUR 101	Practical Nursing I	11
NUR 102	Practical Nursing II	10
NUR 103	Practical Nursing III	9

Total Credits 44

FALL SEMESTER I	SUMMER SEMESTER I
BIO 163	NUR 103
NUR 101	
PSY 150	

SPRING SEMESTER I
ENG 111
NUR 102
PSY 241

**Students must achieve a "C" or higher in each course in the curriculum in order to progress semester by semester and to graduate.

Nurse Aide

CERTIFICATE (C45840)

This program has selective admission requirements. Contact the Counseling Office for information and application deadlines.

Certificate Program - C45840
The Nurse Aide curriculum prepares individuals to work under the supervision of licensed nursing professionals in performing nursing care and services for persons of all ages.

Topics include growth and development, personal care, vital signs, communication, nutrition, medical asepsis, therapeutic activities, accident and fire safety, household environment and equipment management, family resources and services, and employment skills.

Upon completion, the student may be eligible for listing as a Nurse Aide I and other selected Nurse Aide registries as determined by the local program of study.

Semester Hour Credits

I. Major Requirements

NAS 101	Nurse Aide I	6
NAS 102	Nurse Aide II	6
NAS 103	Home Health Care Nurse Aide	6

Total Credits 18

FALL SEMESTER I
NAS 101

SPRING SEMESTER I
NAS 102
NAS 103

SUMMER SEMESTER I
NAS 103

Occupational Therapy Assistant

A.A.S. DEGREE (A45500)

This program has selective admission requirements. Contact the Counseling Office for information and application deadlines.

Associate in Applied Science Program - A45500
The Occupational Therapy Assistant curriculum prepares individuals to work under the supervision of a registered/ licensed occupational therapist in screening, assessing, planning, and implementing treatment and documenting progress for clients receiving occupational therapy services.

Course work includes human growth and development, conditions which interfere with activities of daily living, theory and process of occupational therapy, individual/group treatment activities, therapeutic use of self, activity analysis, and grading/adapting activities and environments.

Graduates may be eligible to take the national certification examination for practice as a certified occupational therapy assistant. Employment opportunities include hospitals, rehabilitation facilities, long-term/extended care facilities, sheltered workshops, schools, home health programs, and community programs. Successful completion of the program is required for certification and licensure.

The National Board of Certification in Occupational Therapy administers the national certification examination. The NBCOT is the certifying body for occupational therapy practitioners.

Semester Hour Credits

I. General Education Course

General Education

BIO 169	Anatomy and Physiology II*	4
ENG 111	Writing and Inquiry*[u]	3
PSY 150	General Psychology*[u]	3

English
(Take 3 credits)

ENG 112	Writing/Research in the Disc*[u]	3
ENG 114	Prof Research & Reporting*	3

Communications
(Take 3 credits)

COM 110	Introduction to Communication*	3
COM 120	Intro to Interpersonal Com*	3

Humanities/Fine Arts Electives
(Take 3 credits)

ART 111	Art Appreciation*[u]	3
ART 114	Art History Survey I*[u]	3
ART 115	Art History Survey II*[u]	3
ART 117	Non-Western Art History*	3
ART 131	Drawing I*	3

DRA 111	Theatre Appreciation*	3
DRA 112	Literature of the Theatre*	3
DRA 122	Oral Interpretation*	3
DRA 211	Theatre History I*	3
DRA 212	Theatre History II*	3
ENG 131	Introduction to Literature*	3
HUM 110	Technology and Society*	3
HUM 160	Introduction to Film*	3
MUS 110	Music Appreciation*[u]	3
MUS 112	Introduction to Jazz*[u]	3
MUS 113	American Music*	3
PHI 215	Philosophical Issues*[u]	3
PHI 240	Introduction to Ethics*[u]	3
REL 111	Eastern Religions*	3
REL 112	Western Religions*	3
REL 211	Intro to Old Testament*	3
REL 212	Intro to New Testament*	3
REL 221	Religion in America*	3

II. Major Requirements

BIO 168	Anatomy and Physiology I*	4
OTA 110	Fundamentals of OT	3
OTA 120	OT Media I	2
OTA 130	Assessment Skills	3
OTA 140	Professional Skills I	1
OTA 150	Life Span Skills I	3
OTA 161	Fieldwork I Placement 1	1
OTA 162	Fieldwork I Placement 2	1
OTA 163	Fieldwork I Placement 3	1
OTA 170	Physical Dysfunction	3
OTA 180	Psychosocial Dysfunction	3
OTA 220	OT Media II	3
OTA 240	Professional Skills II	1
OTA 250	Life Span Skills II	3
OTA 260	Fieldwork II Placement 1	6
OTA 261	Fieldwork II Placement 2	6
PSY 241	Developmental Psych*	3
PSY 281	Abnormal Psychology*	3

III. Major Requirements
Computer Literacy
(Take 2-3 credits)

CIS 110	Introduction to Computers*	3
CIS 111	Basic PC Literacy	2

Occupational Therapy Assistant Electives
(Take 3 credits)

BUS 230	Small Business Management	3
PSY 265	Behavioral Modifications	3
SOC 210	Intro to Sociology*[u]	3
SOC 213	Sociology of the Family*	3
SOC 220	Social Problems*	3
SOC 240	Social Psychology*	3

Total Credits **74/75**

The Occupational Therapy Assistant program at CFCC is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449. AOTA's phone number is (301) 652-AOTA. Website: www.acoteonline.org

FALL SEMESTER I
BIO 168
COM 110 or COM 120
ENG 111
OTA 110
OTA 120
OTA 140
PSY 150

FALL SEMESTER II
ENG 112 or ENG 114
OTA 163
OTA 180
OTA 240
OTA 250
Humanities/Fine Arts Elect
Occup Therapy Asst Elect

SPRING SEMESTER I
BIO 169
OTA 130
OTA 150
OTA 161
OTA 170
PSY 241

SPRING SEMESTER II
OTA 260
OTA 261

SUMMER SEMESTER I
CIS 110 or CIS 111
OTA 162
OTA 220
PSY 281

Students in the OTA program must achieve a "C" or higher in each course within the curriculum in order to fulfill graduation requirements. OTA core courses cannot be taken out of sequence.

Level II fieldwork placements must be completed within 12 months of completion of the didactic course work.

Paralegal Technology

(Legal Assistant)

A.A.S. DEGREE (A25380)*
DIPLOMA (D25380)
CERTIFICATE - CIVIL LITIGATION TRACK (C25380C)
CERTIFICATE - CIVIL REAL PROPERTY TRACK (C25380R)

Paralegal Technology

Associate in Applied Science Program - A25380

The Paralegal Technology curriculum prepares individuals to work under the supervision of attorneys by performing routine legal tasks, and assisting with substantive legal work. A paralegal/legal assistant may not practice law, give legal advice, or represent clients in a court of law.

Course work includes substantive and procedural legal knowledge in the areas of civil litigation, legal research and writing, real estate, family law, wills, estates, trusts, and commercial law. Required courses also include subjects such as English, mathematics, and computer utilization.

Graduates are trained to assist attorneys in probate work, investigations, public records search, drafting and filing legal documents, research, and office management. Employment opportunities are available in private law firms, governmental agencies, banks, insurance agencies, and other business organizations.

*Graduates of the A.A.S. program will be eligible to take the North Carolina Paralegal Certification Examination and the National Association of Legal Assistants (NALA) exam. The Certificate program does qualify the student to take both the NC State Bar Paralegal Certification exam and the NALA exam, if they also have a 4 year degree in any major and in addition to the courses in the certificate program also take LEX 280 (Ethics and Professionalism) course. The Diploma program does not qualify a student to take the NALA or the NC State Bar Paralegal Certification Exam. Please contact the Paralegal Department for further Information.

Semester Hour Credits

I. General Education Requirements

COM 231	Public Speaking*[u]	3
ENG 111	Writing and Inquiry*[u]	3
MAT 143	Quantitative Literacy*[u]	3

Humanities/Fine Arts Electives
(Take 3 credits)

ART 111	Art Appreciation*[u]	3
ART 114	Art History Survey I*[u]	3
ART 115	Art History Survey II*[u]	3
ART 116	Survey of American Art*	3
ART 117	Non-Western Art History*	3
ART 131	Drawing I*	3
ART 171	Computer Art I*	3
ART 261	Photography I*	3
ART 283	Ceramics I*	3
DRA 111	Theatre Appreciation*	3
DRA 112	Literature of the Theatre*	3
DRA 122	Oral Interpretation*	3
DRA 211	Theatre History I*	3
DRA 212	Theatre History II*	3
HUM 110	Technology and Society*	3
HUM 115	Critical Thinking*	3
HUM 160	Introduction to Film*	3
MUS 110	Music Appreciation*[u]	3
MUS 112	Introduction to Jazz*[u]	3
MUS 113	American Music*	3
MUS 114	Non-Western Music*	3
MUS 213	Opera and Musical Theatre*	3
PHI 215	Philosophical Issues*[u]	3
PHI 230	Introduction to Logic*	3
PHI 240	Introduction to Ethics*[u]	3
REL 110	World Religions*	3
REL 111	Eastern Religions*	3
REL 112	Western Religions*	3
REL 211	Intro to Old Testament*	3
REL 221	Religion in America*	3

Social/Behavioral Science Electives
(Take 3 credits)

ANT 210	General Anthropology*	3
ECO 151	Survey of Economics*	3
ECO 251	Prin of Microeconomics*[u]	3

II. Major Requirements

LEX 110	Introduction to Paralegal Study	2
LEX 120	Legal Research/Writing I	3
LEX 130	Civil Injuries	3
LEX 140	Civil Litigation I	3
LEX 150	Commercial Law I	3
LEX 210	Real Property I	3
LEX 240	Family Law	3
LEX 250	Wills, Estates & Trust	3

III. Other Major Requirements

CIS 110	Introduction to Computers*	3
CJC 231	Constitutional Law	3
LEX 121	Legal Research/Writing II	3
LEX 151	Commercial Law II	3
LEX 160	Criminal Law and Procedure	3
LEX 170	Administrative Law	2
LEX 211	Property II	3
LEX 214	Investigation & Trial Prep	3
LEX 260	Bankruptcy & Collections	3
LEX 270	Law Office Management & Tech.	2
LEX 271	Law Office Writing	2
LEX 280	Ethics and Professionalism	2
LEX 287	CLA Review Seminar	2
WBL 111P	Work-Based Learning I	1
WBL 115P	Work-Based Learning Seminar I	1

Total Credits: 74

FALL SEMESTER I
CIS 110
ENG 111
LEX 110
LEX 130
LEX 150
MAT 143

FALL SEMESTER II
LEX 210
LEX 214
LEX 240
LEX 260
LEX 270
Humanities/Fine Arts Elect

SPRING SEMESTER I
LEX 120
LEX 140
LEX 151
LEX 160
Social/Behav Science Elect

SPRING SEMESTER II
COM 231
LEX 211
LEX 250
LEX 280
LEX 287
WBL 111P
WBL 115P

SUMMER SEMESTER I
CJC 231
LEX 121
LEX 170
LEX 271

Paralegal Technology

Diploma Program - D25380

		Semester Hour Credits
I. General Education Requirements		
COM 231	Public Speaking*u	3
MAT 143	Quantitative Literacy*u	3
II. Major Requirements		
LEX 110	Introduction to Paralegal Study	2
LEX 120	Legal Research/Writing I	3
LEX 130	Civil Injuries	3
LEX 140	Civil Litigation I	3
LEX 150	Commercial Law I	3
LEX 210	Real Property I	3
LEX 240	Family Law	3
LEX 250	Wills, Estates & Trust	3
III. Other Major Requirements		
CJC 231	Constitutional Law	3
LEX 160	Criminal Law and Procedure	3
LEX 260	Bankruptcy & Collections	3
Total Credits		**38**

FALL SEMESTER I	FALL SEMESTER II
LEX 110	CJC 231
LEX 130	COM 231
LEX 160	MAT 143
LEX 150	
LEX 210	

SPRING SEMESTER I
LEX 120
LEX 140
LEX 240
LEX 250
LEX 260

Paralegal Technology

CIVIL LITIGATION

Certificate Program - C25380C

		Semester Hour Credits
I. Major Requirements		
LEX 130	Civil Injuries	3
LEX 140	Civil Litigation I	3
LEX 150	Commercial Law I	3
LEX 240	Family Law	3
LEX 250	Wills, Estates & Trust	3
II. Other Major Requirements		
LEX 214	Investigation & Trial Prep	3
Total Credits		**18**

FALL SEMESTER I	FALL SEMESTER II
LEX 150	LEX 140
LEX 214	LEX 250

SPRING SEMESTER I
LEX 130
LEX 240

Paralegal Technology

REAL PROPERTY

Certificate Program - C25380R

		Semester Hour Credits
I. Major Requirements		
LEX 150	Commercial Law I	3
LEX 210	Real Property I	3
LEX 240	Family Law	3
LEX 250	Wills, Estates & Trust	3
II. Other Major Requirements		
LEX 211	Property II	3
LEX 260	Bankruptcy & Collections	3
Total Credits		**18**

FALL SEMESTER I	FALL SEMESTER II
LEX 150	LEX 211
LEX 260	LEX 250

SPRING SEMESTER I
LEX 210
LEX 240

Pharmacy Technology

A.A.S. DEGREE (A45580)
DIPLOMA (D45580)

This program has selective admission requirements. Contact the Counseling Office for information and application deadlines.

Pharmacy Technology

Associate in Applied Science Program - A45580

The Pharmacy Technology Program prepares individuals to assist the pharmacist in duties that a technician can legally perform and to function within the boundaries prescribed by the pharmacist and the employment agency.

Students will prepare prescription medications, mix intravenous solutions and other specialized medications, update patient profiles, maintain inventories, package medications in unit-dose or med-card form, and gather data used by pharmacists to monitor drug therapy.

Employment opportunities include retail, hospitals, nursing homes, research laboratories, wholesale drug companies, and pharmaceutical manufacturing facilities. Graduates from the program may be eligible to take the National Certification Examination to become a certified pharmacy technician.

		Semester Hour Credits
I. General Education Requirements		
BIO 163	Basic Anat & Physiology*	5
ENG 111	Writing and Inquiry*u	3
Humanities/Fine Arts		
HUM 115	Critical Thinking*	3

Math

(Take 3 credits)

MAT 110	Math Measurement and Literacy	3
MAT 143	Quantitative Literacy*^{u}	3

Psychology

(Take 3 credits)

PSY 118	Interpersonal Psychology	3
PSY 150	General Psychology*^{u}	3

Communications

(Take 3 credits)

COM 110	Introduction to Communication*	3
COM 120	Intro to Interpersonal Com*	3

II. Major Requirements

PHM 110	Intro to Pharmacy	3
PHM 111	Pharmacy Practice I	4
PHM 115	Pharmacy Calculations	3
PHM 118	Sterile Products	4
PHM 120	Pharmacology I	3
PHM 125	Pharmacology II	3
PHM 133	Pharmacy Clinical	3
PHM 135	Pharmacy Clinical	5
PHM 136	Pharmacy Clinical	6
PHM 140	Trends in Pharmacy	2
PHM 150	Hospital Pharmacy	4
PHM 155	Community Pharmacy	3
PHM 160	Pharm Dosage Forms	3
PHM 165	Pharmacy Prof Practice	2

III. Other Major Requirements

Required

PHM 115A	Pharmacy Calculations Lab	1
PHM 265	Professional Issues	3

Computer Literacy

(Take 2-3 credits)

CIS 110	Introduction to Computers*	3
CIS 111	Basic PC Literacy	2

Total Credits **74/75**

FALL SEMESTER I

BIO 163
CIS 110 or CIS 111
PHM 110
PHM 111
PHM 115 / PHM 115A

FALL SEMESTER II

COM 110 or COM 120
MAT 110 or MAT 143
PHM 150
PHM 135

SPRING SEMESTER I

PHM 118
PHM 120
PHM 136
PSY 118 or PSY 150

SPRING SEMESTER II

PHM 155
PHM 160
PHM 265
HUM 115 or PHI 240

SUMMER SEMESTER I

ENG 111
PHM 125
PHM 133
PHM 140
PHM 165

Pharmacy Technology

Diploma Program - D45580

Semester Hour Credits

I. General Education Requirements

General Education

BIO 163	Basic Anat & Physiology*	5
ENG 111	Writing and Inquiry*^{u}	3

Psychology

(Take 3 credits)

PSY 118	Interpersonal Psychology	3
PSY 150	General Psychology*^{u}	3

II. Major Requirements

PHM 110	Intro to Pharmacy	3
PHM 111	Pharmacy Practice I	4
PHM 115	Pharmacy Calculations	3
PHM 118	Sterile Products	4
PHM 120	Pharmacology I	3
PHM 125	Pharmacology II	3
PHM 133	Pharmacy Clinical	3
PHM 136	Pharmacy Clinical	6
PHM 140	Trends in Pharmacy	2
PHM 165	Pharmacy Prof Practice	2

III. Other Major Requirements

Other Major Course

PHM 115A	Pharmacy Calculations Lab	1

Computer Literacy

(Take 2-3 credits)

CIS 110	Introduction to Computers*	3
CIS 111	Basic PC Literacy	2

Total Credits **47/48**

FALL SEMESTER I

BIO 163
CIS 110 or CIS 111
PHM 110
PHM 111
PHM 115 / PHM 115A

SUMMER SEMESTER I

ENG 111
PHM 125
PHM 133
PHM 140
PHM 165

SPRING SEMESTER I

PHM 118
PHM 120
PHM 136
PSY 118 or PSY 150

Phlebotomy

CERTIFICATE (C45600)

This program has selective admission requirements. Contact the Counseling Office for information and application deadlines.

Certificate Program - C45600

The Phlebotomy curriculum prepares the graduate to be a phlebotomist, a skilled health care professional who obtains blood and other specimens for the purpose of laboratory analysis.

Course work includes clinical rotations to area health care facilities, patient care, safety, quality assurance/control and regulatory applications, processes related to the collection of non-blood specimens, knowledge and processes associated with rapid test methods, processes related to the handling, transport and processing of laboratory specimens, knowledge of circulatory system and blood composition, processes related to the collection of blood specimens.

Graduates may be qualified to take the national American Society of Clinical Pathologist (ASCP) certification in phlebotomy. Employment opportunities include hospitals, physician's offices, home health care, research facilities, inpatient/outpatient surgery centers, and other health care settings.

Semester Hour Credits

I. Major Requirements

Required

PBT 100	Phlebotomy Technology	6
PBT 101	Phlebotomy Practicum	3

Other Required

(Take 3 credits)

PSY 118	Interpersonal Psychology	3
PSY 150	General Psychology*[u]	3

Total Credits 12

Plumbing

DIPLOMA (D35300)
CERTIFICATE (C35300)

Plumbing

Diploma Program - D35300

These curriculums are designed to prepare individuals to apply technical knowledge and skills to the fields of architecture, construction, construction management, and other associated professions.

Course work includes instruction in sustainable building and design, print reading, building codes, estimating, construction materials and methods, and other topics related to design and construction occupations.

Graduates of this pathway should qualify for entry-level jobs in architectural, engineering, construction and trades professions as well as positions in industry and government.

A program that prepares individuals to work in the field of plumbing by applying technical knowledge and skills to lay out, assemble, install, and maintain piping fixtures and systems for natural gas, lp gas, hot water, drainage, sprinkling, and plumbing processing systems in residential and commercial environments. Includes instruction in source determination, water service and distribution, waste removal, pressure adjustment, basic physics, technical mathematics, print reading, pipe installation, pumps, soldering, plumbing inspection, and applicable codes and standards.

Semester Hour Credits

I. General Education Requirements

English

ENG 101	Applied Communications I	3

Math and Algebra

MAT 110	Math Measurement and Literacy	3

II. Major Requirements

Required

PLU 110	Modern Plumbing	9

Technical Core

BPR 130	Print Reading-Construction	3
SST 140	Green Building and Design Concepts	3

III. Other Major Requirements

CIS 111	Basic PC Literacy	2
PLU 120	Plumbing Applications	9
PLU 130	Plumbing Systems	6
PLU 140	Introduction to Plumbing Codes	2
PLU 150	Plumbing Diagrams	2
PLU 160	Plumbing Estimating	2
WBL 111W	Work-Based Learning I	1

Total Credits 45

FALL SEMESTER I
BPR 130
ENG 101
PLU 110

SPRING SEMESTER I
MAT 110
PLU 120
PLU 140
PLU 150

SUMMER SEMESTER I
CIS 111
PLU 130
PLU 160
SST 140
WBL 111W

Plumbing

Certificate Program - C35300

		Semester Hour Credits
I. Major Requirements		
Required		
PLU 110	Modern Plumbing	9
Technical Core		
BPR 130	Print Reading-Construction	3
II. Other Major Requirements		
PLU 140	Introduction to Plumbing Codes	2
PLU 150	Plumbing Diagrams	2
Total Credits		**16**

FALL SEMESTER I	SPRING SEMESTER I
PLU 110	PLU 140
BPR 130	PLU 150

Practical Nursing (LPN)

See Nursing Programs

Radiography

A.A.S. DEGREE (A45700)

This program has selective admission requirements. Contact the Counseling Office for information and application deadlines.

Associate in Applied Science Program - A45700

The Radiography curriculum prepares the graduate to be a radiographer, a skilled health care professional who uses radiation to produce images of the human body.

Course work includes clinical rotations to area health care facilities, radiographic exposure, image processing, radiographic procedures, physics, pathology, patient care and management, radiation protection, quality assurance, anatomy and physiology, and radiobiology.

Graduates of this program are eligible to apply to take the American Registry of Radiologic Technologists' national examination for certification and registration as medical radiographers. Graduates may be employed in hospitals, clinics, physicians' offices, public health, mobile x-ray companies, and industry. With more specialized education, a qualified Radiographer may advance into the areas of Radiation Therapy, Nuclear Medicine, Ultrasonography, Computerized Tomography (CT), Magnetic Resonance Imaging (MRI), education, or hospital administration.

Students are required to pass the computer competency test administered in the Learning Lab, or pass CIS 110 or CIS 111 or take CLEP test for CIS 110.

		Semester Hour Credits
I. General Education Requirements		
English and Reading		
ENG 111	Writing and Inquiry*^{u}	3
Math and Algebra		
MAT 110	Math Measurement and Literacy	3
Communications		
(Take 3 credits)		
COM 110	Introduction to Communication*	3
COM 231	Public Speaking*^{u}	3
Humanities/Fine Arts Electives		
(Take 3 credits)		
ART 111	Art Appreciation*^{u}	3
ART 114	Art History Survey I*^{u}	3
ART 115	Art History Survey II*^{u}	3
ART 116	Survey of American Art*	3
ART 117	Non-Western Art History*	3
ART 121	Two-Dimensional Design*	3
ART 131	Drawing I*	3
ART 171	Computer Art I*	3
ART 261	Photography I*	3
ART 283	Ceramics I*	3
DRA 111	Theatre Appreciation*	3
DRA 112	Literature of the Theatre*	3
DRA 122	Oral Interpretation*	3
DRA 211	Theatre History I*	3
DRA 212	Theatre History II*	3
HUM 110	Technology and Society*	3
HUM 115	Critical Thinking*	3
HUM 160	Introduction to Film*	3
MUS 110	Music Appreciation*^{u}	3
MUS 112	Introduction to Jazz*^{u}	3
MUS 113	American Music*	3
MUS 114	Non-Western Music*	3
PHI 215	Philosophical Issues*^{u}	3
PHI 230	Introduction to Logic*	3
PHI 240	Introduction to Ethics*^{u}	3
REL 110	World Religions*	3
REL 111	Eastern Religions*	3
REL 112	Western Religions*	3
REL 211	Intro to Old Testament*	3
REL 212	Intro to New Testament*	3
REL 221	Religion in America*	3
Social/Behavioral Science Electives		
(Take 3 credits)		
PSY 150	General Psychology*^{u}	3
SOC 210	Introduction to Sociology*^{u}	3

Biology Electives
(Take 1 of 2 Groups)

Group 1

BIO 163	Basic Anat & Physiology*	5

Group 2

BIO 168	Anatomy and Physiology I*	4
BIO 169	Anatomy and Physiology II*	4

II. Major Requirements

RAD 110	Rad Intro & Patient Care	3
RAD 111	Rad Procedures I	4
RAD 112	Rad Procedures II	4
RAD 121	Radiographic Imaging I	3
RAD 122	Radiographic Imaging II	2
RAD 131	Radiographic Physics I	2
RAD 151	RAD Clinical Ed I	2
RAD 161	RAD Clinical Ed II	5
RAD 171	RAD Clinical Ed III	4
RAD 211	Rad Procedures III	3
RAD 231	Radiographic Physics II	2
RAD 241	Radiobiology Protection	2
RAD 245	RAD Image Analysis	2
RAD 251	RAD Clinical Ed IV	7
RAD 261	RAD Clinical Ed V	7
RAD 271	Radiography Capstone	1

III. Other Major Requirements

RAD 181	RAD Clinical Elective	1
RAD 281	RAD Clinical Elective	1

Total Credits 75/78

FALL SEMESTER I
ENG 111
RAD 110
RAD 111
RAD 151
RAD 181
Biology Elect

FALL SEMESTER II
PSY 150 or SOC 210
RAD 211
RAD 231
RAD 241
RAD 251

SPRING SEMESTER I
COM 110 or COM 231
MAT 110
RAD 112
RAD 121
RAD 161

SPRING SEMESTER II
RAD 245
RAD 261
RAD 271
Humanities/Fine Arts Elect

SUMMER SEMESTER I
RAD 122
RAD 131
RAD 171
RAD 281

Real Estate Licensing

CERTIFICATE (C25480)

Certificate Program - C25480
The Real Estate Licensing curriculum provides licensing education required by the North Carolina Real Estate Commission for students preparing to take the real estate license examination and for provisional brokers that are seeking removal of the provisional status.

Course work includes the practices and principles of real estate, broker relationships as they apply to customers, sellers and buyers, contract procedures, fair housing and real estate methodology. Course work also includes professional development opportunities.

Graduates who have passed the real estate license examination and obtained a real estate provisional broker license should then qualify for removal of the provisional status and be able to provide basic, residential real estate services as a broker affiliated with a real estate brokerage firm.

A license issued to a resident provisional broker shall be issued on inactive status. In order for a provisional broker license to be eligible for active status, the provisional broker must affiliate the license with a qualified broker-in-charge. Additionally, in order for the license to remain eligible for active status, the provisional broker must complete at least one 30-hour post licensing course on or before his or her anniversary date of licensure. The provisional broker must further complete a second and third post licensing course on or before the second and third respective anniversary dates of licensure in order to retain the eligibility for "active" license status. Please note that post licensing education requirements are in addition to continuing education requirements and the two are not synonymous.

Semester Hour Credits

I. Major Requirements

RLS 112	Broker Prelicensing	5
RLS 121	Broker Relations/Responsibilities	2
RLS 122	Contracts and Closing	2
RLS 123	Select Real Estate Issues	2

II. Other Major Requirements

RLS 113	Real Estate Mathematics	2

Total Credits 13

FALL SEMESTER I
RLS 112
RLS 113

SPRING SEMESTER I
RLS 121
RLS 122
RLS 123

Surgical Technology

A.A.S. DEGREE (A45740)

This program has selective admission requirements. Contact the Counseling Office for information and application deadlines.

Associate in Applied Science Program - A45740

The Surgical Technology curriculum prepares individuals to assist in the care of the surgical patient in the operating room and to function as a member of the surgical team.

Students will apply theoretical knowledge to the care of patients undergoing surgery and develop skills necessary to prepare supplies, equipment, and instruments; maintain aseptic conditions; prepare patients for surgery; and assist surgeons during operations.

Employment opportunities include labor/delivery/emergency departments, inpatient/outpatient surgery centers, dialysis units/ facilities, physicians' offices, and central supply processing units.

Students of Commission on Accreditation of Allied Health Education Programs (CAAHEP) accredited programs are required to take the national certification exam administered by the National Board on Certification in Surgical Technology and Surgical Assisting (NBSTSA) within a four week period prior to or after graduation.

		Semester Hour Credits
I. General Education Requirements		
COM 120	Intro to Interpersonal Com*	3
ENG 111	Writing and Inquiry*[u]	3
HUM 115	Critical Thinking*	3
MAT 110	Math Measurement and Literacy	3
PSY 150	General Psychology*[u]	3
II. Major Requirements		
SUR 110	Introduction to Surgical Technology	3
SUR 111	Perioperative Patient Care	7
SUR 122AB	Surgical Procedures I	5
SUR 122BB	Surgical Procedures I	1
SUR 123AB	Surgical Clinical Practice I	3.5
SUR 123BB	Surgical Clinical Practice I	3.5
SUR 134	Surgical Procedures II	5
SUR 135	Surgical Clinical Practice II	4
SUR 137	Professional Success Preparation	1
SUR 210	Advanced Clinical Practice	2
SUR 211	Advanced Theoretical Concepts	2
III. Other Major Requirements		
BIO 163	Basic Anat & Physiology*	5
BIO 175	General Microbiology*	3
CIS 110	Introduction to Computers*	3
ENG 114	Prof Research & Reporting*	3
MED 121	Medical Terminology I	3
MED 122	Medical Terminology II	3
Total Credit Hours:		**72**

Students must achieve a "C" or higher in each course in the curriculum in order to progress semester by semester and to graduate.

FALL SEMESTER I	**FALL SEMESTER II**
BIO 163	BIO 175
MED 121	MAT 110
SUR 110	SUR 134
SUR 111	SUR 135

SPRING SEMESTER I	**SPRING SEMESTER II**
ENG 111	COM 120
MED 122	ENG 114
SUR 122AB	PSY 150
SUR 123AB	SUR 137
	SUR 210
	SUR 211

SUMMER SEMESTER I
HUM 115
CIS 110
SUR 122BB
SUR 123BB

Sustainability Technologies

A.A.S. DEGREE (A40370)
CERTIFICATE - SUSTAINABILITY TECHNOLOGY (C40370)
CERTIFICATE - RENEWABLE ENERGY TECHNOLOGY (C40370R)
CERTIFICATE - SUSTAINABLE BUILDING TECHNOLOGY (C40370S)

Sustainability Technologies

Associate in Applied Science Program - A40370

The Sustainability Technologies curriculum is designed to prepare individuals for employment in environmental, construction, alternative energy, manufacturing, or related industries, where key emphasis is placed on energy production and waste reduction along with sustainable technologies.

Course work may include alternative energy, environmental engineering technology, sustainable manufacturing, and green building technology. Additional topics may include sustainability, energy management, waste reduction, renewable energy, site assessment, and environmental responsibility.

Graduates should qualify for positions within the alternative energy, construction, environmental, and/or manufacturing industries. Employment opportunities exist in both the government and private industry sectors where graduates may function as manufacturing technicians, sustainability consultants, environmental technicians, or green building supervisors.

I. General Education Requirements

		Semester Hour Credits
ENG 111	Writing and Inquiry*^{u}	3
ENG 114	Prof Research & Reporting*	3
MAT 121	Algebra/Trigonometry I	3

Humanities/Fine Arts Electives

(Take 3 credits)

ART 111	Art Appreciation*^{u}	3
ART 114	Art History Survey I*^{u}	3
ART 115	Art History Survey II*^{u}	3
ART 116	Survey of American Art*	3
ART 117	Non-Western Art History*	3
ART 131	Drawing I*	3
ART 171	Computer Art I*	3
ART 261	Photography I*	3
ART 283	Ceramics I*	3
DRA 111	Theatre Appreciation*	3
DRA 122	Oral Interpretation*	3
DRA 126	Storytelling*	3
DRA 211	Theatre History I*	3
DRA 212	Theatre History II*	3
ENG 131	Introduction to Literature*	3
ENG 231	American Literature I*^{u}	3
ENG 232	American Literature II*^{u}	3
ENG 233	Major American Writers*	3
ENG 241	British Literature I*^{u}	3
ENG 242	British Literature II*^{u}	3
ENG 261	World Literature I*	3
ENG 262	World Literature II*	3
HUM 110	Technology and Society*	3
HUM 115	Critical Thinking*	3
HUM 130	Myth in Human Culture*	3
HUM 160	Introduction to Film*	3
HUM 220	Human Values and Meaning*	3
MUS 110	Music Appreciation*^{u}	3
MUS 112	Introduction to Jazz*^{u}	3
MUS 113	American Music*	3
MUS 210	History of Rock Music*	3
MUS 211	History of Country Music*	3
PHI 210	History of Philosophy*	3
PHI 215	Philosophical Issues*^{u}	3
PHI 220	Western Philosophy I*	3
PHI 221	Western Philosophy II	3
PHI 230	Introduction to Logic*	3
PHI 240	Introduction to Ethics*^{u}	3
REL 110	World Religions*	3
REL 111	Eastern Religions*	3
REL 112	Western Religions*	3
REL 211	Intro to Old Testament*	3
REL 212	Intro to New Testament*	3
REL 221	Religion in America*	3

Social/Behavioral Sciences Electives

(Take 3 credits)

ANT 210	General Anthropology*	3
ANT 220	Cultural Anthropology*	3
ANT 240	Archaeology*	3
ECO 151	Survey of Economics*	3
ECO 251	Prin of Microeconomics*^{u}	3
ECO 252	Prin of Macroeconomics*^{u}	3
HIS 121	Western Civilization I*	3
HIS 122	Western Civilization II*	3
HIS 131	American History I*^{u}	3
HIS 132	American History II*^{u}	3
POL 110	Intro Political Science*	3
POL 130	State & Local Government*	3
POL 210	Comparative Government*	3
POL 220	International Relations*	3
PSY 118	Interpersonal Psychology	3
PSY 150	General Psychology*^{u}	3
PSY 241	Developmental Psych*	3
PSY 281	Abnormal Psychology*	3
SOC 210	Introduction to Sociology*^{u}	3
SOC 213	Sociology of the Family*	3
SOC 220	Social Problems*	3
SOC 230	Race and Ethnic Relations*	3
SOC 240	Social Psychology*	3

II. Major Requirements

ENV 110	Environmental Science	3
SST 110	Intro to Sustainability	3
SST 120	Energy Use Analysis	3
SST 210	Issues in Sustainability	3

III. Concentration Requirements

ALT 120	Renewable Energy Tech	3
ALT 250	Thermal Systems	3
ELC 220	Photovoltaic System Tech	3
SST 130	Modeling Renewable Energy	3

IV. Other Major Requirements

CMT 210	Construction Management Fund	3
CMT 212	Total Safety Performance	3
CST 111	Construction I	4
CST 150	Building Science	3
ELC 111	Intro to Electricity	3
ELC 230	Wind & Hydro Power Systems	3
ENV 226	Environmental Law	3
SST 140	Green Building & Design Concepts	3
SST 250	Sustain Capstone Project	3

Sustainability Technologies Electives

(Take 6 credits)

AGR 139	Intro to Sustainable Ag	3
AHR 110	Intro to Refrigeration	5
AHR 211	Residential System Design	3
BIO 140 /	Environmental Biology*	3
BIO 140A	Environmental Biology Lab*	1
BPR 130	Print Reading-Construction	3
BUS 121	Business Math	3
BUS 230	Small Business Management	3
CIS 110	Introduction to Computers*	3
CMT 120	Codes and Inspections	3
CST 241	Planning/Estimating I	3
DFT 151	CAD I	3

ELC 113	Residential Wiring	4
ELC 117	Motors and Controls	4
ELC 221	Adv PV Sys Designs	3
HOR 160	Plant Materials I	3
MEC 130	Mechanisms	3
PLU 111	Intro to Basic Plumbing	2
WBL 111S	Work-Based Learning I	1
WBL 121S	Work-Based Learning II	1

Total Credit Hours: 73

FALL SEMESTER I
CST 111
ENG 111
SST 110
SST 140
Humanities/Fine Arts Elect

FALL SEMESTER II
ELC 220
ELC 230
ENV 226
SST 210
Sustainability Tech Elect

SPRING SEMESTER I
CMT 210
CMT 212
CST 150
MAT 121
SST 120

SPRING SEMESTER II
ALT 250
ENG 114
SST 250
Sustainability Tech Elect
Social/Behav Science Elect ..

SUMMER SEMESTER I
ALT 120
ELC 111
ENV 110
SST 130

Sustainability Technologies

Certificate Program - C40370

		Semester Hour Credits
I. Major Requirements		
ALT 120	Renewable Energy Tech	3
ENV 110	Environmental Science	3
SST 110	Intro to Sustainability	3
SST 120	Energy Use Analysis	3
II. Other Major Requirements		
SST 140	Green Building & Design Concepts	3

Total Credits 15

FALL SEMESTER
SST 110
SST 140

SUMMER SEMESTER
ALT 120
ENV 110

SPRING SEMESTER
SST 120

Sustainability Technologies

RENEWABLE ENERGY TECHNOLOGY

Certificate Program - C40370R

		Semester Hour Credits
I. Major Requirements		
ALT 120	Renewable Energy Tech	3
ALT 250	Thermal Systems	3
ELC 220	Photovoltaic System Tech	3
II. Other Major Requirements		
ELC 111	Intro to Electricity	3
ELC 230	Wind & Hydro Power Systems	3

Total Credits 15

FALL SEMESTER
ELC 220
ELC 230

SUMMER SEMESTER
ALT 120
ELC 111

SPRING SEMESTER
ALT 250

Sustainability Technologies

SUSTAINABLE BUILDING TECHNOLOGY

Certificate Program - C40370S

		Semester Hour Credits
I. Major Requirements		
SST 110	Intro to Sustainability	3
SST 120	Energy Use Analysis	3
SST 130	Modeling Renewable Energy	3
II. Other Major Requirements		
SST 140	Green Building & Design Concepts	3
CST 150	Building Science	3

Total Credits 15

FALL SEMESTER
SST 110
SST 140

SUMMER SEMESTER
SST 130

SPRING SEMESTER
CST 150
SST 120

Truck Driver Training

CERTIFICATE (C60300)

Certificate Program - C60300

The Truck Driver Training curriculum prepares individuals to drive tractor trailer rigs. This program teaches proper driving procedures, safe driver responsibility, commercial motor vehicle laws and regulations, and the basic principles and practices for operating commercial vehicles.

The course work includes motor vehicle laws and regulations, map reading, vehicle maintenance, safety procedures, daily logs, defensive driving, freight handling, security, and fire protection. Highway driving, training range exercises, and classroom lectures are used to develop the student's knowledge and skills.

Graduates of the curriculum are qualified to take the Commercial Driver's License and employable by commercial trucking firms. They may also become owner-operators and work as private contract haulers.

Semester Hour Credits

I. Major Requirements

TRP 100	Truck Driver Training	12

Total Credits 12

Welding Technology

DIPLOMA (D50420)
CERTIFICATE - SMAW/GTAW (C50420)
CERTIFICATE - GTAW/GMAW (C50420F)

Welding Technology

Diploma Program - D50420

The Welding Technology curriculum provides students with a sound understanding of the science, technology, and applications essential for successful employment in the welding and metal industry.

Instruction includes consumable and non-consumable electrode welding and cutting processes. Courses in math, blueprint reading, metallurgy, welding inspection, and destructive and non-destructive testing provides the student with industry-standard skills developed through classroom training and practical application.

Successful graduates of the Welding Technology curriculum may be employed as entry level technicians in welding and metalworking industries. Career opportunities also exist in construction, manufacturing, fabrication, sales, quality control, supervision, and welding-related self-employment.

Semester Hour Credits

I. General Education Requirements

ENG 101	Applied Communications I	3
MAT 110	Math Measurement and Literacy	3

II. Major Requirements

WLD 110	Cutting Processes	2
WLD 115	SMAW (Stick) Plate	5
WLD 121	GMAW (MIG) FCAW/Plate	4
WLD 131	GTAW (TIG) Plate	4
WLD 141	Symbols and Specifications	3

III. Other Major Requirements

CIS 111	Basic PC Literacy	2
WLD 116	SMAW (Stick) Plate/Pipe	4
WLD 132	GTAW (TIG) Plate/Pipe	3
WLD 143	Welding Metallurgy	2
WLD 215	SMAW (Stick) Pipe	4
WLD 231	GTAW (TIG) Pipe	3

Total Credits 42

FALL SEMESTER I	SUMMER SEMESTER I
MAT 110	WLD 215
WLD 110	WLD 231
WLD 115	
WLD 131	
WLD 141	

SPRING SEMESTER I

CIS 111
ENG 101
WLD 116
WLD 121
WLD 132
WLD 143

Welding Technology

SMAW/GTAW

Certificate Program - C50420
(EVENINGS)

Semester Hour Credits

I. Major Requirements

WLD 110	Cutting Processes	2
WLD 115	SMAW (Stick) Plate	5
WLD 131	GTAW (TIG) Plate	4

II. Major Requirements

WLD 116	SMAW (Stick) Plate/Pipe	4

Total Credits 15

FALL SEMESTER I	SPRING SEMESTER I
WLD 110	WLD 116
WLD 115	
WLD 131	

Welding Technology

GTAW/GMAW

Certificate Program - C50420F

I. Major Requirements

WLD 110	Cutting Processes	2
WLD 121	GMAW (MIG) FCAW/Plate	4
WLD 131	GTAW (TIG) Plate	4

II. Major Requirements

WLD 132	GTAW (TIG) Plate/Pipe	3

Total Credits 13

FALL SEMESTER I	SPRING SEMESTER I
WLD 110	WLD 132
WLD 121	
WLD 131	

COURSE DESCRIPTIONS

Please Note:
Prerequisites: A course taken prior to another course.

1. CFCC administers one placement test: NCDAP. Satisfactory scores on placement tests taken at other colleges (SAT, ACT, COMPASS) may be used to waive Reading, Writing and Mathematical prerequisites. See the Placement Test Advising Guide, for additional information or talk with a counselor.

2. Receipt of transfer credit for ENG 111 or above will waive the Reading and/or Writing prerequisites for certain courses.

3. Receipt of a curriculum math credit will waive the prerequisites for certain courses.

Corequisites: A course taken at the same time as another course or prior to the course to be taken.

Some courses in communications, humanities/fine arts, mathematics, natural science, or social/behavioral science may fulfill a general education requirement in one of the following programs: AA (Associate in Arts), AS (Associate in Science), AFA (Associate in Fine Arts), AGE (Associate in General Education), AAS (Associate in Applied Science), DIP (Diploma), or CER (Certificate). Please refer to the programs of study section of this catalog for courses that satisfy each program's general education requirements.

Developmental Math: Effective 2014 Fall, as mandated by the System Office, developmental math has been broken up into eight modules agreed upon and approved by the state. Students who have taken previous developmental math courses should refer to this table to equate current developmental math courses.

MAT 060 = DMA 010, DMA 020, DMA 030
MAT 070 = DMA 040, DMA 050
MAT 080 = DMA 060, DMA 070, DMA 080

Developmental English and Reading: Students who have taken previous developmental English and Reading courses should refer to this table to equate current developmental English and Reading courses.

ENG 075 = DRE 096
ENG 085 = DRE 097
ENG 095 = DRE 098

	Class	Lab	Clinical	Credit
ACA 111 College Student Success	1	0	0	1

Prerequisites: None
Corequisites: None

This course introduces the college's physical, academic, and social environment and promotes the personal development essential for success. Topics include campus facilities and resources; policies, procedures, and programs; study skills; and life management issues such as health, self-esteem, motivation, goal-setting, diversity, and communication. Upon completion, students should be able to function effectively within the college environment to meet their educational objectives. (1997SU)

	Class	Lab	Clinical	Credit
ACA 122* College Transfer Success	0	2	0	1

Prerequisites: None
Corequisites: None

This course provides information and strategies necessary to develop clear academic and professional goals beyond the community college experience. Topics include the CAA, college culture, career exploration, gathering information on senior institutions, strategic planning, critical thinking, and communication skills for a successful academic transition. Upon completion, students should be able to develop an academic plan to transition successfully to senior institutions. (2014SU)

	Class	Lab	Clinical	Credit
ACC 120* Prin of Financial Acct	3	2	0	4

Prerequisites: Take one set:
Set 1: DMA 010, DMA 020, DMA 030, and ENG 095
Set 2: DMA 010, DMA 020, DMA 030, and RED 090
Set 3: DMA 010, DMA 020, DMA 030, and DRE 098
Set 4: DMA 010, DMA 020, DMA 030, and ENG 111
Corequisites: None

This course introduces business decision-making accounting information systems. Emphasis is placed on analyzing, summarizing, reporting, and interpreting financial information. Upon completion, students should be able to prepare financial statements, understand the role of financial information in decision-making and address ethical considerations. (2003FA)

	Class	Lab	Clinical	Credit
ACC 121* Prin of Managerial Acct	3	2	0	4

Prerequisites: Take ACC 120. Minimum grade of C
Corequisites: None

This course includes a greater emphasis on managerial and cost accounting skills. Emphasis is placed on managerial accounting concepts for external and internal analysis, reporting and decision-making. Upon completion, students should be able to analyze and interpret transactions relating to managerial concepts including product-costing systems. (2003FA)

Courses designated with an asterisk (*) are college transfer courses. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

Class Lab Clinical Credit

ACC 122 Principles of Financial Accounting II 3 0 0 3
Prerequisites: Take ACC 120. Minimum grade of C
Corequisites: None

This course provides additional instruction in the financial accounting concepts and procedures introduced in ACC 120. Emphasis is placed on the analysis of specific balance sheet accounts, with in-depth instruction of the accounting principles applied to these accounts. Upon completion, students should be able to analyze data, prepare journal entries, and prepare reports in compliance with generally accepted accounting principles. (2003FA)

ACC 129 Individual Income Taxes 2 2 0 3
Prerequisites: Take ACC 120
Corequisites: None

This course introduces the relevant laws governing individual income taxation. Topics include tax law, electronic research and methodologies, and the use of technology for preparation of individual tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax law, and complete various individual tax forms. (2003FA)

ACC 130 Business Income Taxes 2 2 0 3
Prerequisites: Take ACC 129
Corequisites: None

This course introduces the relevant laws governing business and fiduciary income taxes. Topics include tax law relating to business organizations, electronic research and methodologies, and the use of technology for the preparation of business tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax law, and complete various business tax forms. (2003FA)

ACC 140 Payroll Accounting 1 2 0 2
Prerequisites: Take one: ACC 115 or ACC 120
Corequisites: None

This course covers federal and state laws pertaining to wages, payroll taxes, payroll tax forms, and journal and general ledger transactions. Emphasis is placed on computing wages; calculating social security, income, and unemployment taxes; preparing appropriate payroll tax forms; and journalizing/posting transactions. Upon completion, students should be able to analyze data, make appropriate computations, complete forms, and prepare accounting entries using appropriate technology. (2003FA)

Class Lab Clinical Credit

ACC 150 Accounting Software Application 1 2 0 2
Prerequisites: Take one: ACC 115 or ACC 120
Take one: CIS 110 or CIS 111
Corequisites: None

This course introduces microcomputer applications related to accounting systems. Topics include general ledger, accounts receivable, accounts payable, inventory, payroll, and correcting, adjusting, and closing entries. Upon completion, students should be able to use a computer accounting package to solve accounting problems. (2003FA)

ACC 175 Hotel & Restaurant Acct 3 2 0 4
Prerequisites: None
Corequisites: None

This course covers generally accepted accounting principles and the uniform system of accounts for small hotels and motels of the American Hotel and Motel Association. Emphasis is placed on the accounting cycle, analysis of financial statements, and payroll procedures including treatment of tips. Upon completion, students should be able to demonstrate competence in the accounting principles and procedures used in hotels and restaurants. (1997SU)

ACC 220 Intermediate Accounting I 3 2 0 4
Prerequisites: Take ACC 120 and ACC 122
Corequisites: None

This course is a continuation of the study of accounting principles with in-depth coverage of theoretical concepts and financial statements. Topics include generally accepted accounting principles and an extensive analyses of financial statements. Upon completion, students should be able to demonstrate competence in the conceptual framework underlying financial accounting, including the application of financial standards. (2006SP)

ACC 221 Intermediate Acct II 3 2 0 4
Prerequisites: Take ACC 220
Corequisites: None

This course is a continuation of ACC 220. Emphasis is placed on special problems which may include leases, bonds, investments, ratio analyses, present value applications, accounting changes, and corrections. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered. (1997SU)

ACC 225 Cost Accounting 3 0 0 3
Prerequisites: Take ACC 121
Corequisites: None

This course introduces the nature and purposes of cost accounting as an information system for planning and control.

Courses designated with an asterisk (*) are college transfer courses. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

Class Lab Clinical Credit

Topics include direct materials, direct labor, factory overhead, process, job order, and standard cost systems. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered. (1997SU)

AGR 139 Intro to Sustainable Ag 3 0 0 3
Prerequisites: None
Corequisites: None

This course will provide students with a clear perspective on the principles, history and practices of sustainable agriculture in our local and global communities. Students will be introduced to the economic, environmental and social impacts of agriculture. Upon completion, students will be able to identify the principles of sustainable agriculture as they relate to basic production practices. (2013FA)

AHR 110 Intro to Refrigeration 2 6 0 5
Prerequisites: None
Corequisites: None

This course introduces the basic refrigeration process used in mechanical refrigeration and air conditioning systems. Topics include terminology, safety, and identification and function of components; refrigeration cycle; and tools and instrumentation used in mechanical refrigeration systems. Upon completion, students should be able to identify refrigeration systems and components, explain the refrigeration process, and use the tools and instrumentation of the trade. (2013FA)

AHR 111 HVACR Electricity 2 2 0 3
Prerequisites: None
Corequisites: Take AHR 110

This course introduces electricity as it applies to HVACR equipment. Emphasis is placed on power sources, interaction of electrical components, wiring of simple circuits, and the use of electrical test equipment. Upon completion, students should be able to demonstrate good wiring practices and the ability to read simple wiring diagrams. (2013FA)

AHR 112 Heating Technology 2 4 0 4
Prerequisites: None
Corequisites: Take AHR 110

This course covers the fundamentals of heating including oil, gas, and electric heating systems. Topics include safety, tools and instrumentation, system operating characteristics, installation techniques, efficiency testing, electrical power, and control systems. Upon completion, students should be able to explain the basic oil, gas, and electrical heating systems and describe the major components of a heating system. (2013FA)

Class Lab Clinical Credit

AHR 113 Comfort Cooling 2 4 0 4
Prerequisites: Take AHR 110
Corequisites: None

This course covers the installation procedures, system operations, and maintenance of residential and light commercial comfort cooling systems. Topics include terminology, component operation, and testing and repair of equipment used to control and produce assured comfort levels. Upon completion, students should be able to use psychometrics, manufacturer specifications, and test instruments to determine proper system operation. (2013FA)

AHR 114 Heat Pump Technology 2 4 0 4
Prerequisites: Take one: AHR 110 or AHR 113
Corequisites: None

This course covers the principles of air source and water source heat pumps. Emphasis is placed on safety, modes of operation, defrost systems, refrigerant charging, and system performance. Upon completion, students should be able to understand and analyze system performance and perform routine service procedures. (2013FA)

AHR 115 Refrigeration Systems 1 3 0 2
Prerequisites: Take AHR 110
Corequisites: None

This course introduces refrigeration systems and applications. Topics include defrost methods, safety and operational control, refrigerant piping, refrigerant recovery and charging, and leak testing. Upon completion, students should be able to assist in installing and testing refrigeration systems and perform simple repairs. (1997SU)

AHR 120 HVACR Maintenance 1 3 0 2
Prerequisites: None
Corequisites: None

This course introduces the basic principles of industrial air conditioning and heating systems. Emphasis is placed on preventive maintenance procedures for heating and cooling equipment and related components. Upon completion, students should be able to perform routine preventive maintenance tasks, maintain records, and assist in routine equipment repairs. (1997SU)

AHR 130 HVAC Controls 2 2 0 3
Prerequisites: Take one: AHR 111 or ELC 111 or ELC 112
Corequisites: None

This course covers the types of controls found in residential and commercial comfort systems. Topics include electrical and electronic controls, control schematics and diagrams, test instruments, and analysis and troubleshooting of electrical systems. Upon completion, students should be able to diagnose and repair common residential and commercial comfort system controls. (2013FA)

Class Lab Clinical Credit

AHR 133 HVAC Servicing 2 6 0 4
Prerequisites: None
Corequisites: Take one: AHR 112 or AHR 113

The course covers the maintenance and servicing of HVAC equipment. Topics include testing, adjusting, maintaining, and troubleshooting HVAC equipment and record keeping. Upon completion, students should be able to adjust, maintain, and service HVAC equipment. (1997SU)

AHR 140 All-Weather Systems 1 3 0 2
Prerequisites: Take one: AHR 112 or AHR 113
Corequisites: None

This course covers the principles of combination heating and cooling systems including gas-electric, all-electric, and oil-electric systems. Topics include PTAC's and package and split-system units. Upon completion, students should be able to understand systems performance and perform routine maintenance procedures. (1997SU)

AHR 210 Residential Building Code 1 2 0 2
Prerequisites: None
Corequisites: Take AHR 110

This course covers the residential building codes that are applicable to the design and installation of HVAC systems. Topics include current residential codes as applied to HVAC design, service, and installation. Upon completion, students should be able to demonstrate the correct usage of residential building codes that apply to specific areas of the HVAC trade. (1997SU)

AHR 211 Residential System Design 2 2 0 3
Prerequisites: None
Corequisites: None

This course introduces the principles and concepts of conventional residential heating and cooling system design. Topics include heating and cooling load estimating, basic psychometrics, equipment selection, duct system selection, and system design. Upon completion, students should be able to design a basic residential heating and cooling system. (2013FA)

ALT 120 Renewable Energy Tech 2 2 0 3
Prerequisites: None
Corequisites: None

This course provides an introduction to multiple technologies that allow for the production and conservation of energy from renewable sources. Topics include hydro-electric, wind power, passive and active solar energy, tidal energy, appropriate building techniques, and energy conservation methods. Upon completion, students should be able to demonstrate an understanding of renewable energy production and its impact on humans and their environment. (2008FA)

Class Lab Clinical Credit

ALT 250 Thermal Systems 2 2 0 3
Prerequisites: None
Corequisites: None

This course introduces concepts, tools, techniques, and materials used to convert thermal energy into a viable, renewable energy resource. Topics include forced convection, heat flow and exchange, radiation, the various elements of thermal system design, regulations, and system installation and maintenance. Upon completion, students should be able to demonstrate an understanding of geothermal and solar thermal systems and corresponding regulations. (2009FA)

ANT 210* General Anthropology 3 0 0 3
Prerequisites: Take one: DRE 098 or ENG 095 or ENG 111 or RED 090
Corequisites: None

This course introduces the physical, archaeological, linguistic, and ethnological fields of anthropology. Topics include human origins, genetic variations, archaeology, linguistics, primatology, and contemporary cultures. Upon completion, students should be able to demonstrate an understanding of the four major fields of anthropology. (1997SU)

ANT 220* Cultural Anthropology 3 0 0 3
Prerequisites: Take one: DRE 098 or ENG 095 or ENG 111 or RED 090
Corequisites: None

This course introduces the nature of human culture. Emphasis is placed on cultural theory, methods of fieldwork, and cross-cultural comparisons in the areas of ethnology, language, and the cultural past. Upon completion, students should be able to demonstrate an understanding of basic cultural processes and how cultural data are collected and analyzed. (1997SU)

ANT 240* Archaeology 3 0 0 3
Prerequisites: Take one: DRE 098 or ENG 095 or ENG 111 or RED 090
Corequisites: None

This course introduces the scientific study of the unwritten record of the human past. Emphasis is placed on the process of human cultural evolution as revealed through archaeological methods of excavation and interpretation. Upon completion, students should be able to demonstrate an understanding of how archaeologists reconstruct the past and describe the variety of past human cultures. (1997SU)

Courses designated with an asterisk (*) are college transfer courses. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

Class Lab Clinical Credit

ARC 111 Intro to Arch Technology 1 6 0 3
Prerequisites: Take one set:
 Set 1: DMA 010, DMA 020, DMA 030, and RED 080
 Set 2: DMA 010, DMA 020, DMA 030, and ENG 085
 Set 3: DMA 010, DMA 020, DMA 030, and RED 090
 Set 4: DMA 010, DMA 020, DMA 030, and ENG 095
 Set 5: DMA 010, DMA 020, DMA 030, and ENG 111
 Set 6: DMA 010, DMA 020, DMA 030, and DRE 097
Corequisites: None

This course introduces basic architectural drafting techniques, lettering, use of architectural and engineer scales, and sketching. Topics include orthographic, isometric, and oblique drawing techniques using architectural plans, elevations, sections, and details; reprographic techniques; and other related topics. Upon completion, students should be able to prepare and print scaled drawings within minimum architectural standards. (1997SU)

ARC 112 Constr Matls & Methods 3 2 0 4
Prerequisites: Take one set:
 Set 1: DMA 010, DMA 020, DMA 030, and RED 080
 Set 2: DMA 010, DMA 020, DMA 030, and ENG 085
 Set 3: DMA 010, DMA 020, DMA 030, and RED 090
 Set 4: DMA 010, DMA 020, DMA 030, and ENG 095
 Set 5: DMA 010, DMA 020, DMA 030, and ENG 111
 Set 6: DMA 010, DMA 020, DMA 030, and DRE 097
Corequisites: None

This course introduces construction materials and their methodologies. Topics include construction terminology, materials and their properties, manufacturing processes, construction techniques, and other related topics. Upon completion, students should be able to detail construction assemblies and identify construction materials and properties. (2013FA)

ARC 113 Residential Arch Tech 1 6 0 3
Prerequisites: Take ARC 111 and ARC114 and ARC114A
Corequisites: Take ARC 112

This course covers intermediate residential working drawings. Topics include residential plans, elevations, sections, details, schedules, and other related topics. Upon completion, students should be able to prepare a set of residential working drawings that are within accepted architectural standards. (1997SU)

ARC 114 Architectural CAD 1 3 0 2
Prerequisites: Take one: ARC 111 or DES 110
Corequisites: Take ARC 114A

This course introduces basic architectural CAD techniques. Topics include basic commands and system hardware and software. Upon completion, students should be able to prepare and plot architectural drawings to scale within accepted architectural standards. (1998FA)

Class Lab Clinical Credit

ARC 114A Architectural CAD Lab 0 3 0 1
Prerequisites: Take one: ARC 111 or DES 110
Corequisites: Take ARC 114

This course provides a laboratory setting to enhance architectural CAD skills. Emphasis is placed on further development of commands and system operation. Upon completion, students should be able to prepare and plot scaled architectural drawings. (1997SU)

ARC 132 Specifications and Contracts 2 0 0 2
Prerequisites: Take ARC 112 and ARC 211 and ARC 230
Corequisites: None

This course covers the development of written specifications and the implications of different contractual arrangements. Topics include specification development, contracts, bidding, material research, and agency responsibilities. Upon completion, students should be able to write a specification section and demonstrate the ability to interpret contractual responsibilities. (1997SU)

ARC 211 Light Constr Technology 1 6 0 3
Prerequisites: Take ARC 111 and ARC 113 and ARC 230
Corequisites: Take ARC 112

This course covers working drawings for light construction. Topics include plans, elevations, sections, and details; schedules; and other related topics. Upon completion, students should be able to prepare a set of working drawings which are within accepted architectural standards. (1997SU)

ARC 213 Design Project 2 6 0 4
Prerequisites: Take ARC 111 and ARC 112 and ARC 114 and ARC 114A and ARC 211 and ARC 221 and ARC 230
Corequisites: None

This course provides the opportunity to design and prepare a set of contract documents within an architectural setting. Topics include schematic design, design development, construction documents, and other related topics. Upon completion, students should be able to prepare a set of commercial contract documents. (1998FA)

ARC 214 Architectural Statics 3 0 0 3
Prerequisites: Take ARC 111 and ARC 112 and MAT 121
Corequisites: None

This course covers the concepts of elementary statics as applied to architecture. Topics include forces, resultants, and types of force system; equations of equilibrium; reactions of simple architectural structures; internal forces in architectural roof trusses; frames and beams; centroids and moments of inertia as applied to architecture. Upon completion, students should be able to solve problems which require the ability to analyze systems of forces in static equilibrium as applied to architectural forms. (1998FA)

Class Lab Clinical Credit

ARC 220 Advanced Architect CAD 1 3 0 2
Prerequisites: Take ARC 114 and ARC 114A
Corequisites: None

This course provides file management, productivity, and CAD customization skills. Emphasis is placed on developing advanced proficiency techniques. Upon completion, students should be able to create prototype drawings and symbol libraries, compose sheets with multiple details, and use advanced drawing and editing commands. (1997SU)

ARC 221 Architectural 3-D CAD 1 4 0 3
Prerequisites: Take ARC 114 and ARC 220
Corequisites: None

This course introduces architectural three-dimensional CAD applications. Topics include three-dimensional drawing, coordinate systems, viewing, rendering, modeling, and output options. Upon completion, students should be able to prepare architectural three-dimensional drawings and renderings. (1997SU)

ARC 230 Environmental Systems 3 3 0 4
Prerequisites: Take one set:
Set 1: ARC 111 and MAT 121
Set 2: ARC 111 and MAT 171
Corequisites: None

This course introduces plumbing, mechanical (HVAC), and electrical systems for the architectural environment. Topics include basic plumbing, mechanical, and electrical systems for residential and/or commercial buildings with an introduction to selected code requirements. Upon completion, students should be able to develop schematic drawings for plumbing, mechanical, and electrical systems and perform related calculations. (2014FA)

ARC 231 Architectural Presentations 2 4 0 4
Prerequisites: Take ARC 111
Corequisites: None

This course introduces architectural presentation techniques. Topics include perspective drawing, shadow projection, texturization, rendered plans, elevations, and other related topics. Upon completion, students should be able to present ideas graphically and do rendered presentation drawings. (1997SU)

ARC 235 Architectural Portfolio 2 3 0 3
Prerequisites: Take ARC 113 and ARC 231
Corequisites: None

This course covers the methodology for the creation of an architectural portfolio. Topics include preparation of marketing materials and a presentation strategy using conventional and/or digital design media. Upon completion, students should be able to produce an architectural portfolio of selected projects. (1997SU)

Class Lab Clinical Credit

ART 111* Art Appreciation 3 0 0 3
Prerequisites: None
Corequisites: None

This course covers the development of art forms from ancient times to the Renaissance. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14] (1997SU)

ART 113* Art Methods and Materials 2 2 0 3
Prerequisites: None
Corequisites: None

This course provides an overview of media and techniques. Emphasis is placed on exploration and manipulation of materials. Upon completion, students should be able to demonstrate familiarity with a variety of methods, materials, and processes. (1997SU)

ART 114* Art History Survey I 3 0 0 3
Prerequisites: Take one: DRE 098 or ENG 095 or ENG 111 or RED 090
Corequisites: None

This course covers the development of art forms from ancient times to the Renaissance. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14] (1997SU)

ART 115* Art History Survey II 3 0 0 3
Prerequisites: Take one: DRE 098 or ENG 095 or ENG 111 or RED 090
Corequisites: None

This course covers the development of art forms from the Renaissance to the present. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14] (1997SU)

ART 116* Survey of American Art 3 0 0 3
Prerequisites: Take one: DRE 098 or ENG 095 or ENG 111 or RED 090
Corequisites: None

This course covers the development of American art forms from colonial times to the present. Emphasis is placed on architecture, painting, sculpture, graphics, and the decorative arts. Upon completion, students should be able to demonstrate

---

Courses designated with an asterisk (*) are college transfer courses. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

Class Lab Clinical Credit

understanding of the history of the American creative experience. (1997SU)

ART 117* Non-Western Art History 3 0 0 3
Prerequisites: Take one: DRE 098 or ENG 095 or ENG 111 or RED 090
Corequisites: None

This course introduces non-Western cultural perspectives. Emphasis is placed on, but not limited to, African, Oriental, and Oceanic art forms throughout history. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of non-Western social and cultural development. (1997SU)

ART 118* Art by Women 3 0 0 3
Prerequisites: None
Corequisites: None

This course provides an analytical study of the works of representative female artists. Emphasis is placed on the historical and cultural contexts, themes, and aesthetic features of individual works. Upon completion, students should be able to interpret, analyze, and discuss selected works. (2009SU)

ART 121* Two-Dimensional Design 0 6 0 3
Prerequisites: None
Corequisites: None

This course introduces the elements and principles of design as applied to two-dimensional art. Emphasis is placed on the structural elements, the principles of visual organization, and the theories of color mixing and interaction. Upon completion, students should be able to understand and use critical and analytical approaches as they apply to two-dimensional visual art. (2012SP)

ART 122* Three-Dimensional Design 0 6 0 3
Prerequisites: None
Corequisites: None

This course introduces basic studio problems in three-dimensional visual design. Emphasis is placed on the structural elements and organizational principles as applied to mass and space. Upon completion, students should be able to apply three-dimensional design concepts. (2012SP)

ART 131* Drawing I 0 6 0 3
Prerequisites: None
Corequisites: None

This course introduces the language of drawing and the use of various drawing materials. Emphasis is placed on drawing techniques, media, and graphic principles. Upon completion, students should be able to demonstrate competence in the use of graphic form and various drawing processes. (1997SU)

Class Lab Clinical Credit

ART 132* Drawing II 0 6 0 3
Prerequisites: Take ART 131
Corequisites: None

This course continues instruction in the language of drawing and the use of various materials. Emphasis is placed on experimentation in the use of drawing techniques, media, and graphic materials. Upon completion, students should be able to demonstrate increased competence in the expressive use of graphic form and techniques. (1997SU)

ART 135* Figure Drawing I 0 6 0 3
Prerequisites: Take ART 131
Corequisites: None

This course introduces rendering the human figure with various drawing materials. Emphasis is placed on the use of the visual elements, anatomy, and proportion in the representation of the draped and undraped figure. Upon completion, students should be able to demonstrate competence in drawing the human figure. (1999FA)

ART 171* Computer Art I 0 6 0 3
Prerequisites: Take ART 131
Corequisites: None

This course introduces the use of the computer as a tool for solving visual problems. Emphasis is placed on fundamentals of computer literacy and design through bit-mapped image manipulation. Upon completion, students should be able to demonstrate an understanding of paint programs, printers, and scanners to capture, manipulate, and output images. (2000SP)

ART 212* Gallery Assistantship I 0 2 0 1
Prerequisites: None
Corequisites: None

This course covers the practical application of display techniques. Emphasis is placed on preparation of artwork for installation, hardware systems, and exhibition graphics. Upon completion, students should be able to demonstrate basic gallery exhibition skills. (1997SU)

ART 214* Portfolio and Resume 0 2 0 1
Prerequisites: None
Corequisites: None

This course covers resume writing, interview skills, and the preparation and presentation of an art portfolio. Emphasis is placed on the preparation of a portfolio of original artwork, the preparation of a photographic portfolio, approaches to resume writing, and interview techniques. Upon completion, students should be able to mount original art for portfolio presentation, photograph and display a professional slide portfolio, and write an effective resume. (1997SU)

	Class	Lab	Clinical	Credit
ART 231* Printmaking I	0	6	0	3

Prerequisites: None
Corequisites: None

This course introduces printmaking: its history, development techniques, and processes. Emphasis is placed on basic applications with investigation into image source and development. Upon completion, students should be able to produce printed images utilizing a variety of methods. (1997SU)

	Class	Lab	Clinical	Credit
ART 232* Printmaking II	0	6	0	3

Prerequisites: Take ART 231
Corequisites: None

This course includes additional methods and printmaking processes. Emphasis is placed on the printed image as related to method, source, and concept. Upon completion, students should be able to produce expressive images utilizing both traditional and innovative methods. (1997SU)

	Class	Lab	Clinical	Credit
ART 235* Figure Drawing II	0	6	0	3

Prerequisites: Take ART 135
Corequisites: None

This course extends the study and rendering of the draped and undraped human figure. Emphasis is placed on the exploration of materials and approaches to drawing. Upon completion, students should be able to demonstrate creativity in the representation of the figure. (1997SU)

	Class	Lab	Clinical	Credit
ART 240* Painting I	0	6	0	3

Prerequisites: Take ART 131
Corequisites: None

This course introduces the language of painting and the use of various painting materials. Emphasis is placed on the understanding and use of various painting techniques, media, and color principles. Upon completion, students should be able to demonstrate competence in the use of creative processes directed toward the development of expressive form. (1997SU)

	Class	Lab	Clinical	Credit
ART 241* Painting II	0	6	0	3

Prerequisites: Take ART 240
Corequisites: None

This course provides a continuing investigation of the materials, processes, and techniques of painting. Emphasis is placed on the exploration of expressive content using a variety of creative processes. Upon completion, students should be able to demonstrate competence in the expanded use of form and variety. (1997SU)

	Class	Lab	Clinical	Credit
ART 245* Metals I	0	6	0	3

Prerequisites: None
Corequisites: None

This course introduces basic metal design in traditional and contemporary art forms using brass, copper, and silver. Emphasis is placed on designing and fabricating jewelry, small sculptures, and utilitarian objects. Upon completion, students should be able to design and produce small art objects. (2000SP)

	Class	Lab	Clinical	Credit
ART 246* Metals II	0	6	0	3

Prerequisites: Take ART 245
Corequisites: None

This course provides a continuation of metal design utilizing basic methods of casting and other processes. Emphasis is placed on individualized design. Upon completion, students should be able to design and produce expressive forms. (1997SU)

	Class	Lab	Clinical	Credit
ART 247* Jewelry I	0	6	0	3

Prerequisites: None
Corequisites: None

This course introduces a basic understanding of the design and production of jewelry. Emphasis is placed on concepts and techniques using metals and other materials. Upon completion, students should be able to demonstrate an ability to use appropriate methods to create unique jewelry. (1997SU)

	Class	Lab	Clinical	Credit
ART 248* Jewelry II	0	6	0	3

Prerequisites: Take ART 247
Corequisites: None

This course is a continuation of the skills learned in ART 247. Emphasis is placed on the creation of individual designs that utilize a variety of techniques such as casting, cloisonne, and plique-a-jour. Upon completion, students should be able to create jewelry which demonstrates originality. (1997SU)

	Class	Lab	Clinical	Credit
ART 261* Photography I	0	6	0	3

Prerequisites: None
Corequisites: None

This course introduces photographic equipment, theory, and processes. Emphasis is placed on camera operation, composition, darkroom technique, and creative expression. Upon completion, students should be able to successfully expose, develop, and print a well-conceived composition. (2000SP)

	Class	Lab	Clinical	Credit
ART 262* Photography II	0	6	0	3

Prerequisites: Take ART 261
Corequisites: None

This course introduces the creative manipulation of alternative photographic materials and processes such as toning, hand coloring, infrared, and multiple exposure. Emphasis is placed on personal vision and modes of seeing. Upon completion,

Courses designated with an asterisk (*) are college transfer courses. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

Class Lab Clinical Credit

students should be able to create properly exposed images using a variety of photographic materials and processes. (2000SP)

ART 264* Digital Photography I 1 4 0 3
Prerequisites: None
Corequisites: None

This course introduces digital photographic equipment, theory and processes. Emphasis is placed on camera operation, composition, computer photo manipulation and creative expression. Upon completion, students should be able to successfully expose, digitally manipulate, and print a well-conceived composition. (2004SP)

ART 265* Digital Photography II 1 4 0 3
Prerequisites: Take ART 264
Corequisites: None

This course provides exploration of the concepts and processes of photo manipulation through complex composite images, special effects, color balancing and image/text integration. Emphasis is placed on creating a personal vision and style. Upon completion, students should be able to produce well-executed images using a variety of photographic and photo manipulative approaches. (2004SP)

ART 266* Videography I 0 6 0 3
Prerequisites: None
Corequisites: None

This course introduces various aspects of basic video production including concept development, scripting, camera operation, and post-production. Emphasis is placed on creative expression, camera handling, story boarding, and editing. Upon completion, students should be able to demonstrate a basic understanding of video camera operation and production techniques. (2000SP)

ART 267* Videography II 0 6 0 3
Prerequisites: Take ART 266
Corequisites: None

This course is designed to provide a framework for the production of a long-term video project. Emphasis is placed on realization of the unique creative vision. Upon completion, students should be able to produce a thematically coherent, edited video with sound and titling. (2000SP)

ART 271* Computer Art II 0 6 0 3
Prerequisites: Take ART 171
Corequisites: None

This course includes advanced computer imaging techniques. Emphasis is placed on creative applications of digital technology. Upon completion, students should be able to demonstrate command of computer systems and applications to express their personal vision. (2000SP)

Class Lab Clinical Credit

ART 276* Interactive Media Design 0 6 0 3
Prerequisites: None
Corequisites: None

This course introduces students to the concepts and techniques used in designing and producing interactive projects. Emphasis is placed on the interactive development process, aesthetics of visual solutions, technical proficiency, and graphical user interface (GUI) with projects including digital imaging, web design, simple animation, graphics and copyright issues. Upon completion, students should be able to use contemporary software to solve a variety of multimedia problems for a range of platforms and devices that may include web-based interaction, mobile devices or other emerging technology. (2016SP)

ART 281* Sculpture I 0 6 0 3
Prerequisites: None
Corequisites: None

This course provides an exploration of the creative and technical methods of sculpture with focus on the traditional processes. Emphasis is placed on developing basic skills as they pertain to three-dimensional expression in various media. Upon completion, students should be able to show competence in variety of sculptural approaches. (1999FA)

ART 282* Sculpture II 0 6 0 3
Prerequisites: Take ART 281
Corequisites: None

This course builds on the visual and technical skills learned in ART 281. Emphasis is placed on developing original solutions to sculptural problems in a variety of media. Upon completion, students should be able to express individual ideas using the techniques and materials of sculpture. (1997SU)

ART 283* Ceramics I 0 6 0 3
Prerequisites: None
Corequisites: None

This course provides an introduction to three-dimensional design principles using the medium of clay. Emphasis is placed on fundamentals of forming, surface design, glaze application, and firing. Upon completion, students should be able to demonstrate skills in slab and coil construction, simple wheel forms, glaze technique, and creative expression. (1997SU)

ART 284* Ceramics II 0 6 0 3
Prerequisites: Take ART 283
Corequisites: None

This course covers advanced hand building and wheel techniques. Emphasis is placed on creative expression, surface design, sculptural quality, and glaze effect. Upon completion, students should be able to demonstrate a high level of technical competence in forming and glazing with a development of three-dimensional awareness. (1997SU)

Class Lab Clinical Credit

ART 285* Ceramics III 0 6 0 3
Prerequisites: Take ART 284
Corequisites: None

This course provides the opportunity for advanced self-determined work in sculptural and functional ceramics. Emphasis is placed on developing the technical awareness of clay bodies, slips, engobes, and firing procedures necessary to fulfill the student's artistic goals. Upon completion, students should be able to demonstrate a knowledge of materials and techniques necessary to successfully create original projects in the clay medium. (1997SU)

ART 286* Ceramics IV 0 6 0 3
Prerequisites: Take ART 285
Corequisites: None

This course provides the opportunity for self-determined work in sculptural and functional ceramics. Emphasis is placed on developing the technical awareness of glaze materials, glaze formulation, and firing techniques necessary to fulfill the student's artistic goals. Upon completion, students should be able to demonstrate knowledge of materials and techniques necessary to successfully create original projects in the clay medium. (1997SU)

ASL 111* Elementary ASL I 3 0 0 3
Prerequisites: None
Corequisites: Take ASL 181

This course introduces the fundamental elements of American Sign Language within a cultural context. Emphasis is placed on the development of basic expressive and receptive skills. Upon completion, students will be able to comprehend and respond with grammatical accuracy to expressive American Sign Language and demonstrate cultural awareness. (2002SP)

ASL 112* Elementary ASL II 3 0 0 3
Prerequisites: Take ASL 111
Corequisites: Take ASL 182

This course is a continuation of ASL 111 focusing on the fundamental elements of American Sign Language in a cultural context. Emphasis is placed on the progressive development of expressive and receptive skills. Upon completion, the students should be able to comprehend and respond with increasing accuracy to expressive American Sign Language and demonstrate cultural awareness. (2002SP)

ASL 181* ASL Lab 1 0 2 0 1
Prerequisites: None
Corequisites: Take ASL 111

This course provides an opportunity to enhance acquisition of the fundamental elements of American Sign Language. Emphasis is placed on the progressive development of basic expressive and receptive skills through the use of supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with grammatical accuracy to expressive American Sign Language and demonstrate cultural awareness. (2005SU)

Class Lab Clinical Credit

ASL 182* ASL Lab 2 0 2 0 1
Prerequisites: Take ASL 181
Corequisites: Take ASL 112

This course provides an opportunity to enhance acquisition of the fundamental elements of American Sign Language. Emphasis is placed on the progressive development of basic expressive and receptive skills through the use of supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with increasing proficiency to expressive American Sign Language and demonstrate cultural awareness. (2005SU)

ASL 211* Intermediate ASL I 3 0 0 3
Prerequisites: Take ASL 112
Corequisites: Take ASL 281

This course provides a review and expansion of the essential skills of American Sign Language. Emphasis is placed on the progressive development of expressive and receptive skills, study of authentic and representative literacy and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively using American Sign Language about the past, present, and future. (2002SP)

ASL 212* Intermediate ASL II 3 0 0 3
Prerequisites: Take ASL 211
Corequisites: None

This course provides a continuation of ASL 211. Emphasis is placed on the continuing development of expressive and receptive skills, with study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. (2002SP)

ASL 221 Advanced ASL I 3 0 0 3
Prerequisites: Take ASL 212
Corequisites: None

This course provides an expansion of the essential and advanced skills of ASL, including advanced vocabulary, lexicalized fingerspelling, and complex grammatical structures. Emphasis is placed on the advanced development of expressive, receptive and conversational skills, study of authentic and representative literacy and cultural texts. Upon completion, students will communicate more accurately with advanced complexity, and to present the topics in the various registers, pragmatics and genres of ASL. (2008SU)

Class Lab Clinical Credit

ASL 250 Linguistics of ASL 3 0 0 3
Prerequisites: Take ASL 112
Corequisites: None

This course is designed to increase knowledge and skills necessary to linguistically analyze ASL. Emphasis is placed on applying phonology, morphology, syntax, semantics, discourse and socio- linguistics of ASL. Upon completion, students should be able to demonstrate knowledge and understanding of the basic linguistics of ASL through a variety of assessments methods. (2011SP)

ASL 281* ASL Lab 3 0 2 0 1
Prerequisites: Take ASL 182
Corequisites: Take ASL 211

This course provides an opportunity to enhance the review and expansion of the essential skills of American Sign Language. Emphasis is placed on the progressive development of expressive and receptive skills through the study of authentic and representative literary and cultural texts through the use of various supplementary learning media and materials. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. (2005SU)

AST 111* Descriptive Astronomy 3 0 0 3
Prerequisites: None
Corequisites: Take AST 111A

This course introduces an overall view of modern astronomy. Topics include an overview of the solar system, the sun, stars, galaxies, and the larger universe. Upon completion, students should be able to demonstrate an understanding of the universe around them. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14] (1997SU)

AST 111A* Descript. Astronomy Lab 0 2 0 1
Prerequisites: None
Corequisites: Take AST 111

The course is a laboratory to accompany AST 111. Emphasis is placed on laboratory experiences which enhance the materials presented in AST 111 and which provide practical experience. Upon completion, students should be able to demonstrate an understanding of the universe around them. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14] (1997SU)

Class Lab Clinical Credit

ATR 112 Intro to Automation 2 3 0 3
Prerequisites: Take one set:
Set 1: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and RED 090
Set 2: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and ENG 095
Set 3: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and ENG 111
Set 4: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and DRE 098
Corequisites: None

This course introduces the basic principles of automated systems and describes the tasks that technicians perform on the job. Topics include the history, development, and current applications of robots and automated systems including their configuration, operation, components, and controls. Upon completion, students should be able to understand the basic concepts of automation and robotic systems. (2013FA)

AUB 111 Painting & Refinishing I 2 6 0 4
Prerequisites: None
Corequisites: None

This course introduces the proper procedures for using automotive refinishing equipment and materials in surface preparation and application. Topics include federal, state, and local regulations, personal safety, refinishing equipment and materials, surface preparation, masking, application techniques, and other related topics. Upon completion, students should be able to identify and use proper equipment and materials in refinishing following accepted industry standards. (1997SU)

AUB 112 Painting & Refinishing II 2 6 0 4
Prerequisites: Take AUB 111
Corequisites: None

This course covers advanced painting techniques and technologies with an emphasis on identifying problems encountered by the refinishing technician. Topics include materials application, color matching, correction of refinishing problems, and other related topics. Upon completion, students should be able to perform spot, panel, and overall refinishing repairs and identify and correct refinish problems. (1997SU)

AUB 114 Special Finishes 1 2 0 2
Prerequisites: Take AUB 111
Corequisites: None

This course introduces multistage finishes, custom painting, and protective coatings. Topics include base coats, advanced intermediate coats, clear coats, and other related topics. Upon completion, students should be able to identify and apply specialized finishes based on accepted industry standards. (1997SU)

Class Lab Clinical Credit

AUB 121 Non-Structural Damage I 1 4 0 3
Prerequisites: None
Corequisites: None

This course introduces safety, tools, and the basic fundamentals of body repair. Topics include shop safety, damage analysis, tools and equipment, repair techniques, materials selection, materials usage, and other related topics. Upon completion, students should be able to identify and repair minor direct and indirect damage including removal/repairing/replacing of body panels to accepted standards. (1997SU)

AUB 122 Non-Structural Damage II 2 6 0 4
Prerequisites: Take AUB 121
Corequisites: None

This course covers safety, tools, and advanced body repair. Topics include shop safety, damage analysis, tools and equipment, advanced repair techniques, materials selection, materials usage, movable glass, and other related topics. Upon completion, students should be able to identify and repair or replace direct and indirect damage to accepted standards including movable glass and hardware. (1997SU)

AUB 131 Structural Damage I 2 4 0 4
Prerequisites: None
Corequisites: None

This course introduces safety, equipment, structural damage analysis, and damage repairs. Topics include shop safety, design and construction, structural analysis and measurement, equipment, structural glass, repair techniques, and other related topics. Upon completion, students should be able to analyze and perform repairs to a vehicle which has received light/moderate structural damage. (1997SU)

AUB 136 Plastics & Adhesives 1 4 0 3
Prerequisites: None
Corequisites: None

This course covers safety, plastic and adhesive identification, and the various repair methods of automotive plastic components. Topics include safety, identification, preparation, material selection, and the various repair procedures including refinishing. Upon completion, students should be able to identify, remove, repair, and/or replace automotive plastic components in accordance with industry standards. (1997SU)

AUB 141 Mech & Elec Components I 2 2 0 3
Prerequisites: None
Corequisites: None

This course covers the basic principles of automotive mechanical and electrical components. Topics include personal and environmental safety and suspension and steering, electrical, brake, heating and air-conditioning, cooling, drive train, and restraint systems. Upon completion, students should be able to identify system components and perform basic system diagnostic checks and/or repairs according to industry standards. (1997SU)

Class Lab Clinical Credit

AUB 162 Autobody Estimating 1 2 0 2
Prerequisites: None
Corequisites: None

This course provides a comprehensive study of autobody estimating. Topics include collision damage analysis, industry regulations, flat-rate and estimated time, and collision estimating manuals. Upon completion, students should be able to prepare and interpret a damage report. (1997SU)

AUC 111 Auto Customizing Research 3 0 0 3
Prerequisites: None
Corequisites: None

This course covers planning, designs, and research used in automotive customizing. Emphasis is placed on auto customization planning, cost analysis, creative design techniques, and research of available add-on components used in auto customizing. Upon completion, students should be able to develop designs and prepare cost analyses incorporated into a plan of action for customizing vehicles. (2006FA)

AUC 112 Auto Custom Fabrication 2 4 0 4
Prerequisites: None
Corequisites: None

This course covers modifications of existing vehicle components, as well as fabrication of new vehicle components. Emphasis is placed on basic customizing techniques used on factory original parts, as well as fabrication of custom components using machining processes and customizing techniques. Upon completion, students should be able to modify existing factory components and create custom-fabricated components using auto customizing techniques. (2006FA)

AUC 114 Custom Fiberglass Skills 2 4 0 4
Prerequisites: None
Corequisites: None

This course will provide instruction in non-metallic customizing and repair techniques. Emphasis will be placed on diagnosis and repair of cracks, proper use of bonding agents, fiberglass body parts removal/replacement, and custom fabrication techniques using fiberglass materials. Upon completion, students should be able to identify types of fiberglass and demonstrate the ability to properly prepare, apply, and finish fiberglass components. (2006FA)

Course	Class	Lab	Clinical	Credit
AUC 115 Glass Customizing Methods	2	4	0	4

Prerequisites: None
Corequisites: None

This course will provide instruction on window removal/replacement, window tinting, and custom glass design etching techniques. Emphasis will be placed on proper removal/replacement, window tinting, laws concerning window tinting, and customizing techniques used to etch designs in auto glasses. Upon completion, students should be able to interpret the laws concerning window tinting, perform removal/replacement/tinting, and use customizing techniques to etch designs on auto glass. (2006FA)

Course	Class	Lab	Clinical	Credit
AUT 116 Engine Repair	2	3	0	3

Prerequisites: Take TRN 110
Corequisites: Take AUT 116A

This course covers the theory, construction, inspection, diagnosis, and repair of internal combustion engines and related systems. Topics include fundamental operating principles of engines and diagnosis, inspection, adjustment, and repair of automotive engines using appropriate service information. Upon completion, students should be able to perform basic diagnosis, measurement and repair of automotive engines using appropriate tools, equipment, procedures, and service information. (2007FA)

Course	Class	Lab	Clinical	Credit
AUT 116A Engine Repair Lab	0	3	0	1

Prerequisites: Take TRN 110
Corequisites: Take AUT 116

This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include diagnosis, inspection, adjustment, and repair of automotive engines using appropriate service information. Upon completion, students should be able to perform basic diagnosis, measurement and repair of automotive engines using appropriate tools, equipment, procedures, and service information. (2007FA)

Course	Class	Lab	Clinical	Credit
AUT 117 Custom Airbrushing	2	6	0	4

Prerequisites: Take TRN 110
Corequisites: Take AUT 116A

This course covers custom airbrushing techniques, finish application, and equipment selection. Emphasis is placed on the design and application of custom airbrushing techniques and proper equipment maintenance. Upon completion, students should be able to design and apply custom air brush graphics using a variety of techniques. (2011SP)

Course	Class	Lab	Clinical	Credit
AUT 123 Powertrain Diagnosis & Service	1	3	0	2

Prerequisites: Take TRN 110
Corequisites: None

This course covers the diagnosis, repair and service of the vehicle powertrain and related systems. Topics include fundamental operating principles of engines and transmissions and use of proper service procedures for diagnosis, service and removal and replacement of major components. Upon completion students should be able to perform basic service and diagnosis of the powertrain and related systems, the students should also be able to perform in vehicle repairs and removal and replacement components. (2007FA)

Course	Class	Lab	Clinical	Credit
AUT 141 Suspension & Steering Sys	2	3	0	3

Prerequisites: Take TRN 110
Corequisites: None

This course covers principles of operation, types, and diagnosis/repair of suspension and steering systems to include steering geometry. Topics include manual and power steering systems and standard and electronically controlled suspension and steering systems. Upon completion, students should be able to service and repair steering and suspension components, check and adjust alignment angles, repair tires, and balance wheels. (2007FA)

Course	Class	Lab	Clinical	Credit
AUT 141A Suspension & Steering Lab	0	3	0	1

Prerequisites: Take TRN 110
Corequisites: Take AUT 141

This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include manual and power steering systems and standard and electronically controlled suspension and steering systems. Upon completion, students should be able to service and repair steering and suspension components, check and adjust alignment angles, repair tires, and balance wheels. (2007FA)

Course	Class	Lab	Clinical	Credit
AUT 151 Brake Systems	2	3	0	3

Prerequisites: Take one: DRE 097 or ENG 085 or ENG 095 or ENG 111 or RED 080 or RED 090
Corequisites: Take AUT 151A

This course covers principles of operation and types, diagnosis, service, and repair of brake systems. Topics include drum and disc brakes involving hydraulic, vacuum boost, hydra-boost, electrically powered boost, and anti-lock and parking brake systems. Upon completion, students should be able to diagnose, service, and repair various automotive braking systems. (2007FA)

Class Lab Clinical Credit

AUT 151A Brakes Systems Lab 0 3 0 1
Prerequisites: Take one: DRE 097 or ENG 085 or ENG 095 or ENG 111 or RED 080 or RED 090
Corequisites: Take AUT 151

This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include drum and disc brakes involving hydraulic, vacuum-boost, hydra-boost, electrically powered boost, and anti-lock, parking brake systems and emerging brake systems technologies. Upon completion, students should be able to diagnose, service, and repair various automotive braking systems. (2007FA)

AUT 163 Adv Auto Electricity 2 3 0 3
Prerequisites: Take TRN 120
Corequisites: None

This course covers electronic theory, wiring diagrams, test equipment, and diagnosis, repair, and replacement of electronics, lighting, gauges, horn, wiper, accessories, and body modules. Topics include networking and module communication, circuit construction, wiring diagrams, circuit testing, and troubleshooting. Upon completion, students should be able to properly use wiring diagrams, diagnose, test, and repair wiring, lighting, gauges, accessories, modules, and electronic concerns. (2013FA)

AUT 163A Adv Auto Electricity Lab 0 3 0 1
Prerequisites: Take TRN 120
Corequisites: Take AUT 163

This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include networking and module communication, circuit construction, wiring diagrams, circuit testing, troubleshooting and emerging electrical/electronic systems technologies. Upon completion, students should be able to properly use wiring diagrams, diagnose, test, and repair wiring, lighting, gauges, accessories, modules, and electronic concerns. (2007FA)

AUT 181 Engine Performance I 2 3 0 3
Prerequisites: Take TRN 110
Corequisites: None

This course covers the introduction, theory of operation, and basic diagnostic procedures required to restore engine performance to vehicles equipped with complex engine control systems. Topics include an overview of engine operation, ignition components and systems, fuel delivery, injection components and systems and emission control devices. Upon completion, students should be able to describe operation and diagnose/repair basic ignition, fuel and emission related driveability problems using appropriate test equipment/service information. (2007FA)

Class Lab Clinical Credit

AUT 181A Engine Performance I Lab 0 3 0 1
Prerequisites: Take TRN 110
Corequisites: Take AUT 181

This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include overviews of engine operation, ignition components and systems, fuel delivery, injection components and systems and emission control devices and emerging engine performance technologies. Upon completion, students should be able to describe operation and diagnose/repair basic ignition, fuel and emission related driveability problems using appropriate test equipment/service information. (2007FA)

AUT 212 Auto Shop Management 3 0 0 3
Prerequisites: TRN: 110
Corequisites: None

This course covers the principles of management essential to decision-making, communication, authority, and leadership. Topics include shop supervision, shop organization, customer relations, cost effectiveness and work place ethics. Upon completion, students should be able to describe basic automotive shop operation from a management standpoint. (2007FA)

AUT 213 Automotive Servicing II 1 3 0 2
Prerequisites: None
Corequisites: None

This course is a lab used as an alternative to co-op placement. Emphasis is placed on shop operations, troubleshooting, testing, adjusting, repairing, and replacing components using appropriate test equipment and service information. Upon completion, students should be able to perform a variety of automotive repairs using proper service procedures and to operate appropriate equipment. (2007FA)

AUT 221 Auto Transm/Transaxles 2 3 0 3
Prerequisites: Take TRN 110
Corequisites: None

This course covers operation, diagnosis, service, and repair of automatic transmissions/transaxles. Topics include hydraulic, pneumatic, mechanical, and electrical/electronic operation of automatic drive trains and the use of appropriate service tools and equipment. Upon completion, students should be able to explain operational theory, diagnose and repair automatic drive trains. (2007FA)

AUT 221A Auto Transm/Transax Lab 0 3 0 1
Prerequisites: Take TRN 110
Corequisites: Take AUT 221

This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include hydraulic, pneumatic, mechanical, and

Class Lab Clinical Credit

electrical/electronic operation of automatic drive trains and the use of appropriate service tools and equipment. Upon completion, students should be able to diagnose and repair automatic drive trains. (2007FA)

AUT 231 Manual Transmission/ Transaxles and Drivetrains 2 3 0 3
Prerequisites: Take TRN 110
Corequisites: None

This course covers the operation, diagnosis, and repair of manual transmissions/transaxles, clutches, driveshafts, axles, and final drives. Topics include theory of torque, power flow, and manual drive train servicing and repair using appropriate service information, tools, and equipment. Upon completion, students should be able to explain operational theory, diagnose and repair manual drive trains. (2008SP)

AUT 231A Man Trans/Ax/Drtrain Lab 0 3 0 1
Prerequisites: Take TRN 110
Corequisites: Take AUT 231

This course is an optional lab for the program that needs to meet NATEF hour standards but does not have a co-op component in the program. Topics include manual drive train diagnosis, service and repair using appropriate service information, tools, and equipment. Upon completion, students should be able to diagnose and repair manual drive trains. (2007FA)

AUT 281 Adv Engine Performance 2 2 0 3
Prerequisites: Take one: AUT 181 or AUT 183
Corequisites: None

This course utilizes service information and specialized test equipment to diagnose and repair power train control systems. Topics include computerized ignition, fuel and emission systems, related diagnostic tools and equipment, data communication networks, and service information. Upon completion, students should be able to perform diagnosis and repair. (2007FA)

BAF 110 Principles of Banking 3 0 0 3
Prerequisites: None
Corequisites: None

This course covers the fundamentals of bank functions in a descriptive fashion. Topics include banks and the monetary system, the relationship of banks to depositors, the payment functions, bank loans and accounting, regulations, and examinations. Upon completion, students should be able to demonstrate an understanding of the business of banking from a broad perspective. (2015FA)

Class Lab Clinical Credit

BAF 111 Teller Training 3 0 0 3
Prerequisites: None
Corequisites: None

This course provides an overview of banking teller operations, bank security, and customer relations in preparation for work as a bank teller. Topics include bank profitability, cash and cash handling, checks and other transactions, balancing and setting, and security threats and their detection. Upon completion, students should be able to discuss the components of teller performance and perform effectively as a teller after minimal on-the-job training. (1997SU)

BAF 232 Consumer Lending 3 0 0 3
Prerequisites: None
Corequisites: None

This course details the many types of credit arrangements in which a finance charge is paid for the privilege of repaying debt in delayed payments. Topics include consumer credit policy, the loan process, servicing and collecting loans, consumer compliance, and evaluating credit risks. Upon completion, students should be able to identify collection policies and procedures, explain principles of credit evaluation, define open-end credit, and describe indirect lending. (1997SU)

BAF 234 Residential Mort Lending 3 0 0 3
Prerequisites: None
Corequisites: None

This course provides an overview of the field of mortgage lending and the various financial markets for real estate mortgages. Topics include conventional and government related mortgages, contracts, financial markets, and qualifying prospective loan customers. Upon completion, students should be able to demonstrate an understanding of mortgage loan origination and processing, government regulations, and compliance issues. (1997SU)

BIO 106 Intro to Anat/Phys/Micro 2 2 0 3
Prerequisites: Take one: DRE 098 or ENG 095 or ENG 111 or RED 090
Corequisites: None

This course covers the fundamental and principle concepts of human anatomy and physiology and microbiology. Topics include an introduction to the structure and function of cells, tissues, and human organ systems, and an overview of microbiology, epidemiology, and control of microorganisms. Upon completion, students should be able to identify structures and functions of the human body and describe microorganisms and their significance in health and disease. (1997SU)

Class Lab Clinical Credit

BIO 110* Principles of Biology 3 3 0 4
Prerequisites: Take one: DRE 098 or ENG 095 or ENG 111 or RED 090
Corequisites: None

This course provides a survey of fundamental biological principles for non-science majors. Emphasis is placed on basic chemistry, cell biology, metabolism, genetics, evolution, ecology, diversity, and other related topics. Upon completion, students should be able to demonstrate increased knowledge and better understanding of biology as it applies to everyday life. The on-line lab will require a Custom Lab Kit which can be purchased through the CFCC Bookstore. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14] (2014FA)

BIO 111* General Biology I 3 3 0 4
Prerequisites: Take one: DRE 098 or ENG 095 or ENG 111 or RED 090
Corequisites: None

This course introduces the principles and concepts of biology. Emphasis is placed on basic biological chemistry, molecular and cellular biology, metabolism and energy transformation, genetics, evolution, and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14] (2014FA)

BIO 112* General Biology II 3 3 0 4
Prerequisites: Take BIO 111
Corequisites: None

This course is a continuation of BIO 111. Emphasis is placed on organisms, evolution, biodiversity, plant and animal systems, ecology, and other related topics. Upon completion, students should be able to demonstrate comprehension of life at the organismal and ecological levels. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14] (2014FA)

BIO 120* Introductory Botany 3 3 0 4
Prerequisites: Take one: BIO 110 or BIO 111
Corequisites: None

This course provides an introduction to the classification, relationships, structure, and function of plants. Topics include reproduction and development of seed and non-seed plants, levels of organization, form and function of systems, and a survey of major taxa. Upon completion, students should be able to demonstrate comprehension of plant form and function, including selected taxa of both seed and non-seed plants. (1997SU)

Class Lab Clinical Credit

BIO 130* Introductory Zoology 3 3 0 4
Prerequisites: Take one: BIO 110 or BIO 111
Corequisites: None

This course provides an introduction to the classification, relationships, structure, and function of major animal phyla. Emphasis is placed on levels of organization, reproduction and development, comparative systems, and a survey of selected phyla. Upon completion, students should be able to demonstrate comprehension of animal form and function including comparative systems of selected groups. (1997SU)

BIO 140* Environmental Biology 3 0 0 3
Prerequisites: Take one: DRE 098 or ENG 095 or ENG 111 or RED 090
Corequisites: Take BIO 140A

This course introduces environmental processes and the influence of human activities upon them. Topics include ecological concepts, population growth, natural resources, and a focus on current environmental problems from scientific, social, political, and economic perspectives. Upon completion, students should be able to demonstrate an understanding of environmental interrelationships and of contemporary environmental issues. (1997SU)

BIO 140A* Environmental Biology Lab 0 3 0 1
Prerequisites: Take one: DRE 098 or ENG 095 or ENG 111 or RED 090
Corequisites: Take BIO 140

This course provides a laboratory component to complement BIO 140. Emphasis is placed on laboratory and field experience. Upon completion, students should be able to demonstrate a practical understanding of environmental interrelationships and of contemporary environmental issues. (1997SU)

BIO 143* Field Biology Minicourse 1 2 0 2
Prerequisites: Take one: DRE 098 or ENG 095 or ENG 111 or RED 090
Corequisites: None

This course introduces the biological and physical components of a field environment. Emphasis is placed on a local field environment with extended field trips to other areas. Upon completion, students should be able to demonstrate an understanding of the biological and physical components of the specific biological environment. (1997SU)

BIO 150* Genetics in Human Affairs 3 0 0 3
Prerequisites: Take one: BIO 110 or BIO 111
Corequisites: None

This course describes the importance of genetics in everyday life. Topics include the role of genetics in human development, birth defects, cancer and chemical exposure, and current issues including genetic engineering and fertilization methods.

Courses designated with an asterisk (*) are college transfer courses. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

Upon completion, students should be able to understand the relationship of genetics to society today and its possible influence on our future. (1997SU)

BIO 163* Basic Anat & Physiology 4 2 0 5
Prerequisites: Take one: DRE 098 or ENG 095 or ENG 111 or RED 090
Corequisites: None

This course provides a basic study of the structure and function of the human body. Topics include a basic study of the body systems as well as an introduction to homeostasis, cells, tissues, nutrition, acid-base balance, and electrolytes. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of anatomy and physiology and their interrelationships. Labs may require gloves which can be purchased through the CFCC Bookstore. Please attend the first class before purchasing. (1997SU)

BIO 168* Anatomy and Physiology I 3 3 0 4
Prerequisites: Take one: DRE 098 or ENG 095 or ENG 111 or RED 090
Corequisites: None

This course provides a comprehensive study of the anatomy and physiology of the human body. Topics include body organization, homeostasis, cytology, histology, and the integumentary, skeletal, muscular, and nervous systems and special senses. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. Labs may require gloves which can be purchased through the CFCC Bookstore. Please attend the first class before purchasing. (1998FA)

BIO 169* Anatomy and Physiology II 3 3 0 4
Prerequisites: Take BIO 168
Corequisites: None

This course provides a continuation of the comprehensive study of the anatomy and physiology of the human body. Topics include the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems as well as metabolism, nutrition, acid-base balance, and fluid and electrolyte balance. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. (1998FA)

BIO 175* General Microbiology 2 2 0 3
Prerequisites: Take one: BIO 110 or BIO 111 or BIO 163 or BIO 165 or BIO 168
Corequisites: None

This course covers principles of microbiology with emphasis on microorganisms and human disease. Topics include an overview of microbiology and aspects of medical microbiology, identification and control of pathogens, disease transmission, host resistance, and immunity. Upon completion, students should be able to demonstrate knowledge of microorganisms and the disease process as well as aseptic and sterile techniques. Lab will require a lab coat, gloves and goggles which can be purchased through the CFCC Bookstore. Please attend the first class before purchasing. (2004FA)

BIO 250* Genetics 3 3 0 4
Prerequisites: Take BIO 112
Corequisites: None

This course covers principles of prokaryotic and eukaryotic cell genetics. Emphasis is placed on the molecular basis of heredity, chromosome structure, patterns of Mendelian and non-Mendelian inheritance, evolution, and biotechnological applications. Upon completion, students should be able to recognize and describe genetic phenomena and demonstrate knowledge of important genetic principles. (1997SU)

BMS 117 Marine Spray Finishing 1 2 0 2
Prerequisites: None
Corequisites: None

This course covers the fundamental techniques used in the preparation and application of marine finishes, using modern coatings and spray equipment common to the marine manufacturing and service industry. Emphasis is placed on safety, product data sheets, mixing ratios, proper spray technique, troubleshooting finishes and equipment. Upon completion, students should be able to correctly operate tools to efficiently prepare surfaces, apply fairing compounds, primers and finish coats to industry standards. (2007FA)

BPA 120 Petit Fours & Pastries 1 4 0 3
Prerequisites: Take CUL 110 and CUL 160
Corequisites: None

This course introduces the basic principles of the preparation and plating of a variety of petit fours and individual dessert pastries. Emphasis is placed on traditional and contemporary petit fours and pastries utilizing updated production methods. Upon completion, students should be able to produce individual pastries and petit fours for buffet and special event settings. (2011FA)

BPA 130 European Cakes and Tortes 1 4 0 3
Prerequisites: Take CUL 110 and CUL 160
Corequisites: None

This course introduces the production of a wide variety of classical and modern cakes suitable for restaurants, retail shops and large-scale production. Emphasis is placed on classic cakes using the methods of mixing, filling, glazing and icing. Upon completion, students should be able to prepare, assemble, and decorate gelatin-based and layered tortes and cakes such as Bavarian, Dobos, and Sacher. (2011FA)

Class Lab Clinical Credit

BPA 150 Artisan & Specialty Bread 1 6 0 4
Prerequisites: Take CUL 110 and CUL 160
Corequisites: None

This course provides an advanced study in the art and craft of bread making. Topics include pertinent formulas and techniques associated with naturally leavened loaves, hearth breads, focaccia, flat breads, and other breads utilizing a variety of grains. Upon completion, students should be able to prepare artisan and specialty breads that meet or exceed the expectations of restaurant and retail publics. (2003FA)

BPA 165 Hot and Cold Desserts 1 4 0 3
Prerequisites: None
Corequisites: Take CUL 110 and CUL 160

This course covers the principles and techniques of frozen desserts, soufflés, cobblers, crisps, and strudel dough products. Topics include bombes, parfaits, baked Alaska, ice cream, sorbets, sherbets and granites; hand-stretched strudel products, crepes, and hot/cold soufflés. Upon completion, student should be able to prepare and plate hot and cold desserts with suitable sauces and garnishes. (2011FA)

BPA 210 Cake Design & Decorating 1 4 0 3
Prerequisites: Take CUL 110 and CUL 160
Corequisites: None

This course covers advanced concepts in the design and decoration of wedding cakes and other specialty cakes. Topics include baking, filling, and assembling cakes; cake design; finishing techniques utilizing gum paste, fondant, and royal icing; and advanced piping skills. Upon completion, students should be able to design, create, finish and evaluate the quality of wedding and specialty cakes. (2011FA)

BPA 220 Confection Artistry 1 6 0 4
Prerequisites: Take CUL 110 and CUL 160
Corequisites: None

This course introduces the principles and techniques of decorative sugar work and confectionary candy. Topics include nougat, marzipan modeling, pastillage and cocoa painting, confection candy and a variety of sugar techniques including blown, spun, poured and pulled. Upon completion, students should be able to prepare edible centerpieces and confections to enhance dessert buffets and plate presentations. (2003FA)

BPA 230 Chocolate Artistry 1 4 0 3
Prerequisites: Take CUL 110 and CUL 160
Corequisites: None

This course provides a study in the art and craft of chocolate. Topics include chocolate tempering, piping, and molding; decorative work associated with cakes and centerpieces; and the candy production techniques of filling, enrobing and dipping. Upon completion, students should be able to properly evaluate tempered chocolate and produce a variety of chocolate candies and decorative elements for garnishing desserts. (2003FA)

BPA 230A Chocolate Artistry Lab 0 2 0 1
Prerequisites: Take CUL 110 and CUL 160
Corequisites: Take BPA 230

This course provides a laboratory experience for enhancing student skills in the art and craft of chocolate. Emphasis is placed on chocolate tempering, piping, and molding; decorative work associated with cakes and centerpieces; and candy production techniques of filling, enrobing and dipping. Upon completion, students should be able to demonstrate a basic proficiency in the preparation of decorative chocolate centerpieces, garnishes and candies. (2011FA)

BPA 240 Plated Desserts 1 4 0 3
Prerequisites: Take CUL 110 and CUL 160
Corequisites: None

This course provides a study in the elements and principles of design as they relate to plated desserts. Topics include plate composition, portioning, flavor pairings, textures, temperatures, eye appeal, balance, color harmony and plate decorating/painting techniques such as stenciling and chocolate striping. Upon completion, students should be able to demonstrate competence in combining a variety of dessert components enhanced with plate decorating techniques. (2011FA)

BPA 250 Dessert/Bread Production 1 8 0 5
Prerequisites: Take BPA 150
Corequisites: None

This course is designed to merge artistry and innovation with the practical baking and pastry techniques utilized in a production setting. Emphasis is placed on quantity bread and roll-in dough production, plated and platter presentations, seasonal/theme product utilization and cost effectiveness. Upon completion, students should be able to plan, prepare and evaluate breads and desserts within a commercial environment and determine production costs and selling prices. (2012SU)

BPA 260 Pastry & Baking Marketing 2 2 0 3
Prerequisites: Take BPA 150 and BPA 210
Corequisites: Take BPA 250

This course is designed to cover the marketing concepts and merchandising trends utilized in bakery and pastry operations. Emphasis is placed on menu planning, pricing products/strategies, resale and wholesale distribution methods, legal implications, and advertising techniques. Upon completion, students should be able to create a marketing plan that will serve as a basis for a capstone experience. (2011FA)

Course	Class	Lab	Clinical	Credit
BPR 111 Print Reading	1	2	0	2

Prerequisites: None
Corequisites: None

This course introduces the basic principles of print reading. Topics include line types, orthographic projections, dimensioning methods, and notes. Upon completion, students should be able to interpret basic prints and visualize the features of a part or system. (2013FA)

Course	Class	Lab	Clinical	Credit
BPR 121 Blueprint Reading: Mech	1	2	0	2

Prerequisites: Take one: BPR 111 or MAC 131
Corequisites: None

This course covers the interpretation of intermediate blueprints. Topics include tolerancing, auxiliary views, sectional views, and assembly drawings. Upon completion, students should be able to read and interpret a mechanical working drawing. (1997SU)

Course	Class	Lab	Clinical	Credit
BPR 130 Print Reading-Construction	3	0	0	3

Prerequisites: None
Corequisites: None

This course covers the interpretation of prints and specifications that are associated with design and construction projects. Topics include interpretation of documents for foundations, floor plans, elevations, and related topics. Upon completion, students should be able to read and interpret construction prints and documents. (2013FA)

Course	Class	Lab	Clinical	Credit
BTB 101 Boat Building I	5	15	0	10

Prerequisites: None
Corequisites: Take DFT 100

This course introduces the modern wood and composite boat shop. Topics include maintaining, sharpening, and safely using hand and power tools; building station molds; and setting up the building jig prior to planking a boat. Upon completion, students should be able to set up a building jig for any boat and use it for the planking process. (2013FA)

Course	Class	Lab	Clinical	Credit
BTB 101A Boat Building I	3	6	0	5

Prerequisites: None
Corequisites: Take DFT 100

This course introduces the modern wood and composite boat shop. Topics include maintaining, sharpening, and safely using hand and power tools; lofting; and properly utilizing materials common in the boat-building industry. (2013FA)

Course	Class	Lab	Clinical	Credit
BTB 101B Boat Building I	2	9	0	5

Prerequisites: Take BTB 101A and DFT 100
Corequisites: None

Upon completion, students should be able to loft a simple flat or V-bottom boat and build it using sheet plywood construction methods. (2013FA)

Course	Class	Lab	Clinical	Credit
BTB 102 Boat Building II	4	15	0	9

Prerequisites: Take BTB 101
Corequisites: None

This course introduces more advanced hull development. Topics include advanced lofting, building jigs and birdcage building forms, wood and composite lamination techniques, marine finishing materials and methods, and quality control procedures. Upon completion, students should be able to build, fit out, and finish a small boat using modern fabrics, core materials, and methods of construction. (2013FA)

Course	Class	Lab	Clinical	Credit
BTB 103 Yacht Joiner Practices I	2	4	0	4

Prerequisites: Take BTB 101
Corequisites: Take BTB 102

This course introduces the fundamental skills and attention to detail necessary to fine yacht joinery. Emphasis is placed on fitting, mortise/tenon, and dowel joints; fitting dadoes in grooves; and building a project to close tolerances from a blueprint. Upon completion, students should be able to build a cabinet carcass with face frame, round corner posts, laminate surfaces, and a dove-tailed drawer. (2013FA)

Course	Class	Lab	Clinical	Credit
BTB 104 Yacht Joiner Practices II	1	4	0	3

Prerequisites: Take BTB 103
Corequisites: Take BTB 102 and BTB 105

This course covers advanced yacht joiner practices and emphasizes finishing cabinets and rough-in of yacht interiors. Topics include manufacturing and fitting moldings, door construction methods, bright work finishing, and bulkhead and cabin sole fitting and installation. Upon completion, students should be able to build raised panel doors and moldings, apply modern finishes, and rough in bulkheads, soles, and yacht furniture. (2013FA)

Course	Class	Lab	Clinical	Credit
BTB 105 Yacht Repair/Renovation	3	4	0	5

Prerequisites: Take BTB 102
Corequisites: None

This course introduces repair/renovation principles and methods for wood and fiberglass boats. Emphasis is placed on surveying boats for needed repairs, planning repairs, and estimating costs in tools, materials, and techniques used in repair and renovation. Upon completion, students should be able to plan and execute repairs in wood and fiberglass boats (structural and cosmetic) and execute marine refinishing techniques. (2013FA)

Course	Class	Lab	Clinical	Credit
BTB 106 Engine Install/Systems	2	9	0	5

Prerequisites: None
Corequisites: None

This course familiarizes students with marine engines and related systems, installation, troubleshooting and minor repairs. Topics covered are drivetrains and cooling, fuel, exhaust, and electrical systems for a typical inboard engine. Upon

Class Lab Clinical Credit

completion, students should be able to install, troubleshoot, and perform minor repairs on marine engines and related systems. (2007FA)

BTB 107 Boat Electrical Systems 2 9 0 5
Prerequisites: None
Corequisites: None

This course teaches students the skills necessary to wire 12-volt direct current and 120-volt alternating current electrical systems found on modern boats. Topics covered are electrical system and wiring sizing, batteries, wire harnesses, distribution panels, electronic component installation, and electrical system troubleshooting. Upon completion, students should be able to install a complete electrical system on a mock-up yacht. (2007FA)

BTB 108 Boat Plumbing Systems 2 6 0 4
Prerequisites: None
Corequisites: None

This course is an introduction to the plumbing systems used on modern yachts. Topics will include pressurized hot water systems, water closets, sanitation systems, thru hulls, and sea cocks. Upon completion, students should be able to install heads, showers, and drains found on yachts. (2014FA)

BTB 109 Yacht Rigging 1 2 0 2
Prerequisites: None
Corequisites: None

This course provides an introduction of Marlinspike Seamanship, rigging and tuning masts, and commissioning yachts. Topics covered are knot tying, whipping lines, standing and running rigging on spars, maintaining winches, anchoring systems and care and rigging of sails. Upon completion, students should be able to efficiently complete yacht rigging competencies to industry standards. (2013FA)

BTB 110 Fiberglass Boat Bldg I 2 9 0 5
Prerequisites: None
Corequisites: None

This course introduces fiberglass boat building using polyester and vinylester resins in conjunction with single skin and composite covered construction. Topics covered are the types and uses of resins, fabrics, and cores, and chopper and gel coat guns. Upon completion, students should be able to build a composite core boat and a single skin boat. (2007FA)

Class Lab Clinical Credit

BTB 111 Fiberglass Boat Bldg II 2 9 0 5
Prerequisites: Take BTB 110
Corequisites: None

This course covers the skills necessary to build fiberglass molds for hulls and decks. Topics include the proper use of tooling gel coats, proper lay-ups, heat problems during lay-ups, reinforcing techniques and resin infusion. Upon completion, students should be able to build a female mold, a "quickie" female deck mold and various "quickie" male molds for custom parts. (2007FA)

BTB 112 Fiberglass Boat Repairs 2 2 0 3
Prerequisites: None
Corequisites: None

This course covers many aspects of fiberglass hull and deck repair. Topics include performing repairs on single skin hulls, composite hulls, decks and gel coats. Upon completion, students should be able to demonstrate skills necessary to repair damaged laminates to boat industry standards. (2007FA)

BTB 115 Hull and Joinerwork Prep 1 4 0 3
Prerequisites: None
Corequisites: None

This course covers the proper techniques for prepping all boat surfaces for stain, paint or varnish. Emphasis is placed on the safe use of faring and glazing compounds and various primers. Upon completion, students should be able to demonstrate the techniques required to prepare a boat hull for various finishes and topcoats. (2014SP)

BUS 110* Introduction to Business 3 0 0 3
Prerequisites: Take one: DRE 097 or ENG 085 or ENG 095 or ENG 111 or RED 080 or RED 090
Corequisites: None

This course provides a survey of the business world. Topics include the basic principles and practices of contemporary business. Upon completion, students should be able to demonstrate an understanding of business concepts as a foundation for studying other business subjects. (2015FA)

BUS 115* Business Law I 3 0 0 3
Prerequisites: Take one: DRE 098 or ENG 095 or ENG 111 or RED 090
Corequisites: None

This course introduces the student to the legal and ethical framework of business. Contracts, negotiable instruments, the law of sales, torts, crimes, constitutional law, the Uniform Commercial Code, and the court systems are examined. Upon completion the student should be able to identify legal and ethical issues that arise in business decisions and the laws that apply to them. (2015FA)

Courses designated with an asterisk (*) are college transfer courses. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

Class Lab Clinical Credit

BUS 121 Business Math 2 2 0 3
Prerequisites: Take DMA 010 and DMA 020 and DMA 030
Corequisites: None

This course covers fundamental mathematical operations and their application to business problems. Topics include payroll, pricing, interest and discount, commission, taxes, and other pertinent uses of mathematics in the field of business. Upon completion, students should be able to apply mathematical concepts to business. (1997SU)

BUS 125 Personal Finance 3 0 0 3
Prerequisites: Take DMA 010 and DMA 020 and DMA 030
Corequisites: None

This course provides a study of individual and family financial decisions. Emphasis is placed on building useful skills in buying, managing finances, increasing resources, and coping with current economic conditions. Upon completion, students should be able to develop a personal financial plan. (1997SU)

BUS 135 Principles of Supervision 3 0 0 3
Prerequisites: Take BUS 110
Corequisites: None

This course introduces the basic responsibilities and duties of the supervisor and his/her relationship to higher-level supervisors, subordinates, and associates. Emphasis is placed on effective utilization of the work force and understanding the role of the supervisor. Upon completion, students should be able to apply supervisory principles in the work place. (1997SU)

BUS 137* Principles of Management 3 0 0 3
Prerequisites: Take one: DRE 098 or ENG 095 or ENG 111 or RED 090
Corequisites: None

This course is designed to be an overview of the major functions of management. Emphasis is placed on planning, organizing, controlling, directing, and communicating. Upon completion, students should be able to work as contributing members of a team utilizing these functions of management. (2015FA)

BUS 225 Business Finance 2 2 0 3
Prerequisites: Take ACC 120 and BUS 121 and DMA 010 and DMA 020 and DMA 030
Corequisites: None

This course provides an overview of business financial management. Emphasis is placed on financial statement analysis, time value of money, management of cash flow, risk and return, and sources of financing. Upon completion, students should be able to interpret and apply the principles of financial management. (1997SU)

Class Lab Clinical Credit

BUS 230 Small Business Management 3 0 0 3
Prerequisites: Take one: DRE 098 or ENG 095 or ENG 111 or RED 090
Corequisites: None

This course introduces the challenges of entrepreneurship including the startup and operation of a small business. Topics include market research techniques, feasibility studies, site analysis, financing alternatives, and managerial decision making. Upon completion, students should be able to develop a small business plan. (1997SU)

BUS 240 Business Ethics 3 0 0 3
Prerequisites: None
Corequisites: None

This course introduces contemporary and controversial ethical issues that face the business community. Topics include moral reasoning, moral dilemmas, law and morality, equity, justice and fairness, ethical standards, and moral development. Upon completion, students should be able to demonstrate an understanding of their moral responsibilities and obligations as members of the workforce and society. (1997SU)

BUS 253 Leadership and Mgt Skills 3 0 0 3
Prerequisites: None
Corequisites: None

This course includes a study of the qualities, behaviors, and personal styles exhibited by leaders. Emphasis is placed on coaching, counseling, team building, and employee involvement. Upon completion, students should be able to identify and exhibit the behaviors needed for organizational effectiveness. (1997SU)

BUS 260 Business Communication 3 0 0 3
Prerequisites: Take one: ENG 110 or ENG 111 ,
Take one: CIS 110 or CIS 111
Corequisites: None

This course includes a study of the qualities, behaviors, and personal styles exhibited by leaders. Emphasis is placed on coaching, counseling, team building, and employee involvement. Upon completion, students should be able to identify and exhibit the behaviors needed for organizational effectiveness. (2014SP)

BUS 285 Business Management Issues 2 2 0 3
Prerequisites: Take ACC 120 and BUS 115 and BUS 137 and ECO 151 and MKT 120
Corequisites: None

This course covers contemporary issues that affect successful businesses and their managers and employees. Emphasis is placed on using case studies and exercises to develop analytical and problem-solving skills, ethics, quality management concepts, team skills, and effective communication. Upon

Class Lab Clinical Credit

completion, students should be able to apply the specific knowledge and skills covered to become more effective managers and employees. (1997SU)

CAR 111 Carpentry I 3 15 0 8
Prerequisites: None
Corequisites: None

This course introduces the theory and construction methods associated with the building industry, including framing, materials, tools, and equipment. Topics include safety, hand/power tool use, site preparation, measurement and layout, footings and foundations, construction framing, and other related topics. Upon completion, students should be able to safely lay out and perform basic framing skills with supervision. (1999FA)

CAR 112 Carpentry II 3 15 0 8
Prerequisites: Take CAR 111
Corequisites: None

This course covers the advanced theory and construction methods associated with the building industry including framing and exterior finishes. Topics include safety, hand/power tool use, measurement and layout, construction framing, exterior trim and finish, and other related topics. Upon completion, students should be able to safely frame and apply exterior finishes to a residential building with supervision. (1999FA)

CAR 113 Carpentry III 3 9 0 6
Prerequisites: Take CAR 111
Corequisites: None

This course covers interior trim and finishes. Topics include safety, hand/power tool use, measurement and layout, specialty framing, interior trim and finishes, cabinetry, and other related topics. Upon completion, students should be able to safely install various interior trim and finishes in a residential building with supervision. (1997SU)

CAR 114 Residential Bldg Codes 3 0 0 3
Prerequisites: None
Corequisites: None

This course covers building codes and the requirements of state and local construction regulations. Emphasis is placed on the minimum requirements of the North Carolina building codes related to residential structures. Upon completion, students should be able to determine if a structure is in compliance with North Carolina building codes. (1997SU)

CAR 115 Res Planning/Estimating 3 0 0 3
Prerequisites: Take BPR 130
Corequisites: None

This course covers project planning, management, and estimating for residential or light commercial buildings. Topics include planning and scheduling, interpretation of working drawings and specifications, estimating practices, and other related topics. Upon completion, students should be able to perform quantity take-offs and cost estimates. (1997SU)

Class Lab Clinical Credit

CCT 250 Network Vulnerabilities I 2 2 0 3
Prerequisites: Take one: CTI 120 or NET 110
Corequisites: None

This course introduces students to penetration testing, network vulnerabilities, and hacking. Topics include an overview of traditional network security, system hardening, and known weaknesses.
Upon completion, students should be able to evaluate weaknesses of traditional and wireless network for the purpose of incident response, reconstruction, and forensic investigation. (2015SP)

CCT 251 Network Vulnerabilities II 2 2 0 3
Prerequisites: Take CCT 250
Corequisites: None

This course advances students146 knowledge of penetration testing, network vulnerabilities, and hacking. Topics include analyzing advanced techniques for circumventing network security hardware and software. Upon completion, students should be able to assemble test kits for multiple operating systems, scan and footprint networks, and perform advanced forensic investigation. (2007SP)

CCT 260 Mobile Phone Examination 1 4 0 3
Prerequisites: Take CET 150
Corequisites: None

This course introduces the unique skills and methodologies necessary to assist in the investigation and prosecution of cyber crimes involving mobile phones. Topics include the basics of the cellular networks as well as data extraction from GSM, iDEN and CDMA handsets. Upon completion, students should be able to use the course processes and methodologies to obtain forensic evidence from GSM, iDEN and CDMA handsets. (2010SU)

CET 111 Computer Upgrade/Repair I 2 3 0 3
Prerequisites: None
Corequisites: None

This course covers repairing, servicing, and upgrading computers and peripherals in preparation for industry certification. Topics include CPU/memory/bus identification, disk subsystems, hardware/software installation/configuration, common device drivers, data recovery, system maintenance, and other related topics. Upon completion, students should be able to safely repair and/or upgrade computer systems to perform within specifications. (2007FA)

Class Lab Clinical Credit

CET 125 Voice and Data Cabling 2 3 0 3
Prerequisites: None
Corequisites: None

This course provides an understanding of the industry and its worldwide standards, types of media and cabling, physical and logical networks, including signal transmission. Topics include network design documentation, part list set-up, pulling and mounting cable, cable management, wiring closets, patch panel installation and termination including cable testing. Upon completion, students should be able to understand documentation, design, installation and safety issues associated with voice and data cabling. (2002FA)

CET 130 Operating System Prin 2 3 0 3
Prerequisites: None
Corequisites: None

This course introduces the concepts, usage, internals and applications of operating systems used in engineering technology. Topics include resource management, shells, schedulers, file systems, networking, software considerations and other related topics. Upon completion, students should be able to choose and evaluate an operating system for engineering applications. (2007FA)

CET 150 Computer Forensics I 2 3 0 3
Prerequisites: Take one: CET 130 or CTS 120
Corequisites: None

This course is an introduction to computer forensic concepts, with emphasis on computer forensic methods and best practices. Topics include computer system analysis, physical and logical storage methods for different types of media, tools to recover and analyze data from storage media, system security. Upon completion, students should be able to use diagnostic and investigative techniques to identify and retrieve data from various types of computer media. (2007FA)

CET 172 Internet Technologies 2 3 0 3
Prerequisites: None
Corequisites: None

The goal of this course is to provide an introduction to Internet technologies and prepare students to pass vendor independent internet technology certification exams. Topics cover using different Internet protocols, programming on the Internet, the OSI model, the Internet infrastructure, security, and e-commerce. Upon completion, students should be prepared to take vendor independent Internet technology certification exams. (2007FA)

CET 211 Computer Upgrade/Repair II 2 3 0 3
Prerequisites: None
Corequisites: Take CIS 110

This course covers concepts of repair, service, and upgrade of computers and peripherals in preparation for industry certification. Topics may include resolving resource conflicts and system bus specifications, configuration and troubleshooting peripherals, operating system configuration and optimization, and other related topics. Upon completion, students should be able to identify and resolve system conflicts and optimize system performance. (2007FA)

Class Lab Clinical Credit

CET 240 Network Security 2 2 0 3
Prerequisites: Take CET 172
Corequisites: None

This course is to provide a comprehensive study of network and computer security. Topics include security principles, establishing baselines, policies, network hardening, legal issues, disaster recovery, attack and defense techniques and technologies. Upon completion, students should be able to identify, establish, and maintain an appropriate security model on a computer network. (2007FA)

CET 245 Internet Servers 2 3 0 3
Prerequisites: Take CET 130
Corequisites: None

This course covers the setup and management of Internet server hardware and software. Topics include TCP/IP, FTP, SMTP, and HTTP; installation and configuration of server software for web, FTP, DNS, mail, and other services. Upon completion, students should be able to set up and maintain Internet servers. (2007FA)

CET 250 Computer Forensics II 2 3 0 3
Prerequisites: Take CET 150
Corequisites: None

This course is a study in computer forensic practices with emphasis placed on methods used for prevention, detection, and apprehension of perpetrators of cyber-criminal activity. Topics include the roles of Chief Security Officers in the securing of system breaches, vulnerabilities, network and server security issues, OS and application security risks. Upon completion students should be able to identify and collect evidence to prove unauthorized and inappropriate access on computer systems and networks. (2007FA)

CHM 121 Foundations of Chemistry 3 0 0 3
Prerequisites: None
Corequisites: None

This course is designed for those who have no previous high school chemistry or a grade of C or less in high school chemistry. Topics include matter, structure of the atom, nomenclature, chemical equations, bonding and reactions; mathematical topics include measurements, scientific notation, and stoichiometry. Upon completion, students should be able to demonstrate an understanding of chemical concepts and an ability to solve related problems in subsequent chemistry courses. (1997SU)

Class Lab Clinical Credit

CHM 130* Gen, Org, & Biochemistry 3 0 0 3
Prerequisites: Take one set:
Set 1: DMA 010, DMA 020, DMA 030, and RED 090
Set 2: DMA 010, DMA 020, DMA 030, and ENG 095
Set 3: DMA 010, DMA 020, DMA 030, and ENG 111
Set 4: DMA 010, DMA 020, DMA 030, and DRE 098
Corequisites: None

This course provides a survey of basic facts and principles of general, organic, and biochemistry. Topics include measurement, molecular structure, nuclear chemistry, solutions, acid-base chemistry, gas laws, and the structure, properties, and reactions of major organic and biological groups. Upon completion, students should be able to demonstrate an understanding of fundamental chemical concepts. (1997SU)

CHM 131* Introduction to Chemistry 3 0 0 3
Prerequisites: Take one set:
Set 1: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and RED 090
Set 2: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and ENG 095
Set 3: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and ENG 111
Set 4: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and DRE 098
Corequisites: Take CHM 131A

This course introduces the fundamental concepts of inorganic chemistry. Topics include measurement, matter and energy, atomic and molecular structure, nuclear chemistry, stoichiometry, chemical formulas and reactions, chemical bonding, gas laws, solutions, and acids and bases. Upon completion, students should be able to demonstrate a basic understanding of chemistry as it applies to other fields. (1997SU)

CHM 131A* Intro to Chemistry Lab 0 3 0 1
Prerequisites: Take one set:
Set 1: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and RED 090
Set 2: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and ENG 095
Set 3: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and ENG 111
Set 4: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and DRE 098
Corequisites: Take CHM 131

This course is a laboratory to accompany CHM 131. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 131. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical principles presented in CHM 131. (1997SU)

Class Lab Clinical Credit

CHM 151* General Chemistry I 3 3 0 4
Prerequisites: Take DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, DMA 060, DMA 070, DMA 080, and DRE 098
Corequisites: None

This course covers fundamental principles and laws of chemistry. Topics include measurement, atomic and molecular structure, periodicity, chemical reactions, chemical bonding, stoichiometry, thermochemistry, gas laws, and solutions. Upon completion, students should be able to demonstrate an understanding of fundamental chemical laws and concepts as needed in CHM 152. The on-line lab will require a custom lab kit which can be purchased through the CFCC Bookstore. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14] (1997SU)

CHM 152* General Chemistry II 3 3 0 4
Prerequisites: Take CHM 151
Corequisites: None

This course provides a continuation of the study of the fundamental principles and laws of chemistry. Topics include kinetics, equilibrium, ionic and redox equations, acid-base theory, electrochemistry, thermodynamics, introduction to nuclear and organic chemistry, and complex ions. Upon completion, students should be able to demonstrate an understanding of chemical concepts as needed to pursue further study in chemistry and related professional fields. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14] (1997SU)

CHM 251* Organic Chemistry I 3 3 0 4
Prerequisites: Take CHM 152
Corequisites: None

This course provides a systematic study of the theories, principles, and techniques of organic chemistry. Topics include nomenclature, structure, properties, reactions, and mechanisms of hydrocarbons, alkyl halides, alcohols, and ethers; further topics include isomerization, stereochemistry, and spectroscopy. Upon completion, students should be able to demonstrate an understanding of the fundamental concepts of covered organic topics as needed in CHM 252. (1997SU)

CHM 252* Organic Chemistry II 3 3 0 4
Prerequisites: Take CHM 251
Corequisites: None

This course provides continuation of the systematic study of the theories, principles, and techniques of organic chemistry. Topics include nomenclature, structure, properties, reactions, and mechanisms of aromatics, aldehydes, ketones, carboxylic acids and derivatives, amines and heterocyclics; multi-step synthesis will be emphasized.
Upon completion, students should be able to demonstrate an understanding of organic concepts as needed to pursue further study in chemistry and related professional fields. *(1997SU)*

Courses designated with an asterisk (*) are college transfer courses. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

Class Lab Clinical Credit

CIS 110* Introduction to Computers 2 2 0 3
Prerequisites: Take DMA 010, DMA 020, DMA 030, DMA 040, and DRE 098
Corequisites: None

This course introduces computer concepts, including fundamental functions and operations of the computer. Topics include identification of hardware components, basic computer operations, security issues, and use of software applications. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems. (2006SP)

CIS 111 Basic PC Literacy 1 2 0 2
Prerequisites: None
Corequisites: None

This course provides an overview of computer concepts. Emphasis is placed on the use of personal computers and software applications for personal and fundamental workplace use. Upon completion, students should be able to demonstrate basic personal computer skills. (2006SP)

CIS 115* Intro to Prog & Logic 2 3 0 3
Prerequisites: Take one set:
  Set 1: DMA 010, DMA 020, DMA 030, and DMA 040
  Set 2: MAT 121
  Set 3: MAT 171
Corequisites: Take CIS 110

This course introduces computer programming and problem solving in a structured program logic environment. Topics include language syntax, data types, program organization, problem solving methods, algorithm design, and logic control structures. Upon completion, students should be able to use top-down algorithm design and implement algorithmic solutions in a programming language. (2016FA)

CJC 100 Basic Law Enforcement Training 9 30 0 19
Prerequisites: None
Corequisites: None

This course covers the basic skills and knowledge needed for entry-level employment as a law enforcement officer in North Carolina. Topics are divided into general units of study: legal, patrol duties, law enforcement communications, investigations, practical application and sheriff-specific. Upon successful completion, the student will be able to demonstrate competence in the topics and areas required for the state comprehensive certification examination. This is a certificate-level course. (2006SP)

Class Lab Clinical Credit

CJC 111* Intro to Criminal Justice 3 0 0 3
Prerequisites: Take one: DRE 098 or ENG 095 or ENG 111 or RED 090
Corequisites: None

This course introduces the components and processes of the criminal justice system. Topics include history, structure, functions, and philosophy of the criminal justice system and their relationship to life in our society. Upon completion, students should be able to define and describe the major system components and their interrelationships and evaluate career options. (1997SU)

CJC 112 Criminology 3 0 0 3
Prerequisites: None
Corequisites: None

This course introduces deviant behavior as it relates to criminal activity. Topics include theories of crime causation; statistical analysis of criminal behavior; past, present, and future social control initiatives; and other related topics. Upon completion, students should be able to explain and discuss various theories of crime causation and societal response. (1997SU)

CJC 113 Juvenile Justice 3 0 0 3
Prerequisites: None
Corequisites: None

This course covers the juvenile justice system and related juvenile issues. Topics include an overview of the juvenile justice system, treatment and prevention programs, special areas and laws unique to juveniles, and other related topics. Upon completion, students should be able to identify/discuss juvenile court structure/procedures, function and jurisdiction of juvenile agencies, processing/detention of juveniles, and case disposition. (1997SU)

CJC 114 Investigative Photography 1 2 0 2
Prerequisites: None
Corequisites: None

This course covers the operation of digital photographic equipment and its application to criminal justice. Topics include the use of digital cameras, storage of digital images, the retrieval of digital images and preparation of digital images as evidence. Upon completion, students should be able to demonstrate and explain the role and use of digital photography, image storage and retrieval in criminal investigations. (2006SP)

CJC 120 Interviews/Interrogations 1 2 0 2
Prerequisites: None
Corequisites: None

This course covers basic and special techniques employed in criminal justice interviews and interrogations. Emphasis is placed on the interview/interrogation process, including interpretation of verbal and physical behavior and legal

Class Lab Clinical Credit

perspectives. Upon completion, students should be able to conduct interviews/interrogations in a legal, efficient, and professional manner and obtain the truth from suspects, witnesses, and victims. (1997SU)

CJC 121* Law Enforcement Operations 3 0 0 3
Prerequisites: Take one: DRE 098 or ENG 095 or ENG 111 or RED 090
Corequisites: None

This course introduces fundamental law enforcement operations. Topics include the contemporary evolution of law enforcement operations and related issues. Upon completion, students should be able to explain theories, practices, and issues related to law enforcement operations. (1997SU)

CJC 122 Community Policing 3 0 0 3
Prerequisites: None
Corequisites: None

This course covers the historical, philosophical, and practical dimensions of community policing. Emphasis is placed on the empowerment of police and the community to find solutions to problems by forming partnerships. Upon completion, students should be able to define community policing, describe how community policing strategies solve problems, and compare community policing to traditional policing. (1997SU)

CJC 131 Criminal Law 3 0 0 3
Prerequisites: None
Corequisites: None

This course covers the history/evolution/principles and contemporary applications of criminal law. Topics include sources of substantive law, classification of crimes, parties to crime, elements of crimes, matters of criminal responsibility, and other related topics. Upon completion, students should be able to discuss the sources of law and identify, interpret, and apply the appropriate statutes/elements. (1997SU)

CJC 132 Court Procedure & Evidence 3 0 0 3
Prerequisites: None
Corequisites: None

This course covers judicial structure/process/procedure from incident to disposition, kinds and degrees of evidence, and the rules governing admissibility of evidence in court. Topics include consideration of state and federal courts, arrest, search and seizure laws, exclusionary and statutory rules of evidence, and other related issues. Upon completion, students should be able to identify and discuss procedures necessary to establish a lawful arrest/search, proper judicial procedures, and the admissibility of evidence. (1997SU)

Class Lab Clinical Credit

CJC 141* Corrections 3 0 0 3
Prerequisites: Take one: DRE 098 or ENG 095 or ENG 111 or RED 090
Corequisites: None

This course covers the history, major philosophies, components, and current practices and problems of the field of corrections. Topics include historical evolution, functions of the various components, alternatives to incarceration, treatment programs, inmate control, and other related topics. Upon completion, students should be able to explain the various components, processes, and functions of the correctional system. (1997SU)

CJC 160 Terrorism: Underlying Issues 3 0 0 3
Prerequisites: None
Corequisites: None

This course identifies the fundamental reasons why America is a target for terrorists, covering various domestic/international terrorist groups and ideologies from a historical aspect. Emphasis is placed upon recognition of terrorist crime scene; weapons of mass destruction; chemical, biological, and nuclear terrorism; and planning considerations involving threat assessments. Upon completion, students should be able to identify and discuss the methods used in terrorists' activities and complete a threat assessment for terrorists' incidents. (2005SP)

CJC 212 Ethics & Comm Relations 3 0 0 3
Prerequisites: None
Corequisites: None

This course covers ethical considerations and accepted standards applicable to criminal justice organizations and professionals. Topics include ethical systems; social change, values, and norms; cultural diversity; citizen involvement in criminal justice issues; and other related topics. Upon completion, students should be able to apply ethical considerations to the decision-making process in identifiable criminal justice situations. (1997SU)

CJC 213 Substance Abuse 3 0 0 3
Prerequisites: None
Corequisites: None

This course is a study of substance abuse in our society. Topics include the history and classifications of drug abuse and the social, physical, and psychological impact of drug abuse. Upon completion, students should be able to identify various types of drugs, their effects on human behavior and society, and treatment modalities. (1997SU)

CJC 214 Victimology 3 0 0 3
Prerequisites: None
Corequisites: None

This course introduces the study of victims. Emphasis is placed on roles/characteristics of victims, victim interaction with the

Courses designated with an asterisk (*) are college transfer courses. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

Class Lab Clinical Credit

criminal justice system and society, current victim assistance programs, and other related topics. Upon completion, students should be able to discuss and identify victims, the uniqueness of victims' roles, and current victim assistance programs. (1997SU)

CJC 215 Organization & Admin 3 0 0 3
Prerequisites: None
Corequisites: None

This course introduces the components and functions of organization and administration as it applies to the agencies of the criminal justice system. Topics include operations/functions of organizations; recruiting, training, and retention of personnel; funding and budgeting; communications; span of control and discretion; and other related topics. Upon completion, students should be able to identify and discuss the basic components and functions of a criminal justice organization and its administrative operations. (1997SU)

CJC 221 Investigative Principles 3 2 0 4
Prerequisites: None
Corequisites: None

This course introduces the theories and fundamentals of the investigative process. Topics include crime scene/incident processing, information gathering techniques, collection/preservation of evidence, preparation of appropriate reports, court presentations, and other related topics. Upon completion, students should be able to identify, explain, and demonstrate the techniques of the investigative process, report preparation, and courtroom presentation. (1997SU)

CJC 222 Criminalistics 3 0 0 3
Prerequisites: None
Corequisites: None

This course covers the functions of the forensic laboratory and its relationship to successful criminal investigations and prosecutions. Topics include advanced crime scene processing, investigative techniques, current forensic technologies, and other related topics. Upon completion, students should be able to identify and collect relevant evidence at simulated crime scenes and request appropriate laboratory analysis of submitted evidence. (1997SU)

CJC 225 Crisis Intervention 3 0 0 3
Prerequisites: None
Corequisites: None

This course introduces critical incident intervention and management techniques as they apply to operational criminal justice practitioners. Emphasis is placed on the victim/offender situation as well as job-related high stress, dangerous, or problem-solving citizen contacts. Upon completion, students should be able to provide insightful analysis of emotional, violent, drug-induced, and other critical and/or stressful incidents that require field analysis and/or resolution. (1997SU)

Class Lab Clinical Credit

CJC 231 Constitutional Law 3 0 0 3
Prerequisites: None
Corequisites: None

The course covers the impact of the Constitution of the United States and its amendments on the criminal justice system. Topics include the structure of the Constitution and its amendments, court decisions pertinent to contemporary criminal justice issues, and other related topics. Upon completion, students should be able to identify/discuss the basic structure of the United States Constitution and the rights/procedures as interpreted by the courts. (1997SU)

CJC 240 Law Enfor Mgt. & Supervis 3 0 0 3
Prerequisites: Take BUS 253
Corequisites: None

This course provides a study of the best known methods and practices of police leadership and management. Topics include the role of the manager in law enforcement, communications, time-management in law enforcement, managing problems, training and law enforcement productivity. Upon completion, students should be able to identify and discuss methods and practices capable of moving law enforcement agencies forward into the twenty-first century. (1999FA)

CMT 112 Construction Mgt I 4 4 0 6
Prerequisites: None
Corequisites: None

This course introduces students to the field of construction management technology. Topics include job planning, work methods, materials, equipment, and other related topics. Upon completion, students should be able to demonstrate basic knowledge of methods, materials, equipment, and the logical sequence of a construction project. (2007SP)

CMT 120 Codes and Inspections 3 0 0 3
Prerequisites: None
Corequisites: None

This course covers building codes and the code inspections process used in the design and construction of residential and commercial buildings. Emphasis is placed on commercial, residential, and accessibility (ADA) building codes. Upon completion, students should understand the building code inspections process and apply building code principals and requirements to construction projects. (2013FA)

Class Lab Clinical Credit

CMT 210 Construction Management Fund 3 0 0 3
Prerequisites: None
Corequisites: None

This course introduces the student to the fundamentals of effective supervision emphasizing professionalism through knowledge and applied skills. Topics include safety, planning and scheduling, contracts, problem-solving, communications, conflict resolution, recruitment, employment laws and regulations, leadership, motivation, teamwork, discipline, setting objectives, and training. Upon completion, students should be able to demonstrate the basic skills necessary to be successful as a supervisor in the construction industry. (2013FA)

CMT 212 Total Safety Performance 3 0 0 3
Prerequisites: None
Corequisites: Take CMT 210

This course covers the importance of managing safety and productivity equally by encouraging people to take individual responsibility for safety and health in the workplace. Topics include safety management, controlling construction hazards, communicating and enforcing policies, OSHA compliance, personal responsibility and accountability, safety planning, training, and personal protective equipment. Upon completion, the student should be able to properly supervise safety at a construction jobsite and qualify for OSHA Training Certification. (2004SP)

CMT 214 Planning and Scheduling 3 0 0 3
Prerequisites: Take BPR 130 and CMT 210
Corequisites: None

This course covers the need for and the process of planning construction projects, as well as the mechanics and vocabulary of project scheduling. Topics include project preplanning, scheduling formats, planning for production, short interval planning, schedule updating and revising, and computer-based planning and scheduling. Upon completion, the student should be able to understand the need for planning and scheduling, the language and logic of scheduling, and use of planning skills. (2001FA)

CMT 218 Human Relations Issues 3 0 0 3
Prerequisites: Take CMT 210
Corequisites: None

This course provides instruction on human relations issues as they relate to construction project supervision. Topics include relationships, human behavior, project staffing issues, teamwork, effective communication networks, laws and regulations, and identifying and responding to conflict, crisis, and discipline. Upon completion, the student will demonstrate an understanding of the importance of human relations in the success of a construction project. (2001FA)

Class Lab Clinical Credit

COM 110* Intro to Communication 3 0 0 3
Prerequisites: Take one: DRE 098 or ENG 095 or ENG 111 or RED 090
Corequisites: None

This course provides an overview of the basic concepts of communication and the skills necessary to communicate in various contexts. Emphasis is placed on communication theories and techniques used in interpersonal group, public, intercultural, and mass communication situations. Upon completion, students should be able to explain and illustrate the forms and purposes of human communication in a variety of contexts. (1997SU)

COM 120* Introduction to Interpersonal Communication 3 0 0 3
Prerequisites: Take one: DRE 098 or ENG 095 or ENG 111 or RED 090
Corequisites: None

This course introduces the practices and principles of interpersonal communication in both dyadic and group settings. Emphasis is placed on the communication process, perception, listening, self-disclosure, speech apprehension, ethics, nonverbal communication, conflict, power, and dysfunctional communication relationships. Upon completion, students should be able to demonstrate interpersonal communication skills, apply basic principles of group discussion, and manage conflict in interpersonal communication situations. (2007FA)

COM 140* Introduction to Intercultural Communication 3 0 0 3
Prerequisites: Take one: DRE 098 or ENG 095 or ENG 111 or RED 090
Corequisites: None

This course introduces techniques of cultural research, definitions, functions, characteristics, and impacts of cultural differences in public address. Emphasis is placed on how diverse backgrounds influence the communication act and how cultural perceptions and experiences determine how one sends and receives messages. Upon completion, students should be able to demonstrate an understanding of the principles and skills needed to become effective in communicating outside one's primary culture. (2009SP)

COM 150* Introduction to Mass Communication 3 0 0 3
Prerequisites: Take ENG 111
Corequisites: Take one: ENG 112 or ENG 113 or ENG 114

This course introduces print and electronic media and the new information technologies in terms of communication theory and as economic, political, and social institutions. Topics include the nature, history, functions, and responsibilities of mass communication industries in a global environment and their role and impact in American society. Upon completion, students should be able to demonstrate awareness of the

Courses designated with an asterisk (*) are college transfer courses. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

Class Lab Clinical Credit

pervasive nature of mass media and how media operate in an advanced post-industrial society. (2010SP)

COM 160* Small Group Communication 3 0 0 3
Prerequisites: None
Corequisites: None

This course provides an overview of the theory, practice, and critical analysis of communication in the small group setting. Emphasis is placed on group development, conflict, and conformity; leadership skills and styles; group roles and ranks; and decision making, problem solving, and conflict resolution. Upon completion, students should be able to apply topics of gender, culture, and social-emotional functions within group settings. (2007SP)

COM 231* Public Speaking 3 0 0 3
Prerequisites: Take one: DRE 098 or ENG 095 or ENG 111 or RED 090
Corequisites: None

This course provides instruction and experience in preparation and delivery of speeches within a public setting and group discussion. Emphasis is placed on research, preparation, delivery, and evaluation of informative, persuasive, and special occasion public speaking. Upon completion, students should be able to prepare and deliver well-organized speeches and participate in group discussion with appropriate audiovisual support. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14] (1997SU)

COS 111 Cosmetology Concepts I 4 0 0 4
Prerequisites: Take one: DRE 097 or ENG 085 or ENG 095 or ENG 111 or RED 080 or RED 090
Corequisites: Take COS 112

This course introduces basic cosmetology concepts. Topics include safety, first aid, sanitation, bacteriology, anatomy, diseases and disorders, hygiene, product knowledge, chemistry, ethics, manicures, and other related topics. Upon completion, students should be able to safely and competently apply cosmetology concepts in the salon setting. (1997SU)

COS 112 Salon I 0 24 0 8
Prerequisites: None
Corequisites: Take COS 111

This course introduces basic salon services. Topics include scalp treatments, shampooing, rinsing, hair color, design, haircutting, permanent waving, pressing, relaxing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate salon services. (1997SU)

Class Lab Clinical Credit

COS 113 Cosmetology Concepts II 4 0 0 4
Prerequisites: Take COS 111 and COS 112
Corequisites: Take COS 114

This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, chemistry, manicuring, chemical restructuring, and hair coloring. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting. (1997SU)

COS 114 Salon II 0 24 0 8
Prerequisites: Take COS 111 and COS 112
Corequisites: Take COS 113

This course provides experience in a simulated salon setting. Topics include basic skin care, manicuring, nail application, scalp treatments, shampooing, rinsing, hair color, design, haircutting, chemical restructuring, pressing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services. (1997SU)

COS 115 Cosmetology Concepts III 4 0 0 4
Prerequisites: Take COS 111 and COS 112
Corequisites: Take COS 116

This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, salon management, salesmanship, skin care, electricity/light therapy, wigs, thermal hair styling, lash and brow tinting, superfluous hair removal, and other related topics. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting. (1997SU)

COS 116 Salon III 0 12 0 4
Prerequisites: Take COS 111 and COS 112
Corequisites: Take COS 115

This course provides comprehensive experience in a simulated salon setting. Emphasis is placed on intermediate-level of skin care, manicuring, scalp treatments, shampooing, hair color, design, haircutting, chemical restructuring, pressing, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services. (1997SU)

COS 117 Cosmetology Concepts IV 2 0 0 2
Prerequisites: Take COS 115 or COS 113
Corequisites: Take COS 118

This course covers advanced cosmetology concepts. Topics include chemistry and hair structure, advanced cutting and design, and an overview of all cosmetology concepts in preparation for the licensing examination. Upon completion, students should be able to demonstrate an understanding of these cosmetology concepts and meet program completion requirements. (1997SU)

Class Lab Clinical Credit

COS 118 Salon IV 0 21 0 7
Prerequisites: Take COS 114 OR COS 116
Corequisites: Take COS 117

This course provides advanced experience in a simulated salon setting. Emphasis is placed on efficient and competent delivery of all salon services in preparation for the licensing examination and employment. Upon completion, students should be able to demonstrate competence in program requirements and the areas covered on the Cosmetology Licensing Examination and meet entry-level employment requirements. (1998SP)

COS 119 Esthetics Concepts I 2 0 0 2
Prerequisites: Take one: DRE 097 or ENG 085 or ENG 095 or ENG 111 or RED 080 or RED 090
Corequisites: Take COS 120

This course covers the concepts of esthetics. Topics include orientation, anatomy, physiology, hygiene, sterilization, first aid, chemistry, basic dermatology, and professional ethics. Upon completion, students should be able to demonstrate an understanding of the concepts of esthetics and meet course requirements. (1999SU)

COS 120 Esthetics Salon I 0 18 0 6
Prerequisites: None
Corequisites: Take COS 119

This course covers the techniques of esthetics in a comprehensive experience in a simulated salon setting. Topics include client consultation, facials, body treatments, hair removal, make-up applications, and color analysis. Upon completion, students should be able to safely and competently demonstrate esthetic services on clients in a salon setting. (1999SU)

COS 125 Esthetics Concepts II 2 0 0 2
Prerequisites: Take COS 119 and COS 120
Corequisites: Take COS 126

This course covers more comprehensive esthetics concepts. Topics include nutrition, business management, makeup, and color analysis. Upon completion students should be able to demonstrate an understanding of the advanced esthetics concepts and meet course requirements. (1999SU)

COS 126 Esthetics Salon II 0 18 0 6
Prerequisites: Take COS 119 and COS 120
Corequisites: Take COS 125

This course provides experience in a simulated esthetics setting. Topics include machine facials, aromatherapy, massage therapy, electricity, and apparatus. Upon completion, students should be able to demonstrate competence in program requirements and the areas covered on the Cosmetology licensing examination for Estheticians. (1999SU)

Class Lab Clinical Credit

COS 223 Contemp Hair Coloring 1 3 0 2
Prerequisites: Take COS 111 and COS 112
Corequisites: None

This course covers basic color concepts, hair coloring problems, and application techniques. Topics include color theory, terminology, contemporary techniques, product knowledge, and other related topics. Upon completion, students should be able to identify a clients color needs and safely and competently perform color applications and correct problems. (1998FA)

COS 224 Trichology & Chemistry 1 3 0 2
Prerequisites: None
Corequisites: None

This course is a study of hair and the interaction of applied chemicals. Emphasis is placed on pH actions and the reactions and effects of chemical ingredients. Upon completion, students should be able to demonstrate an understanding of chemical terminology, pH testing, and chemical reactions on hair. (1998FA)

COS 240 Contemporary Design 1 3 0 2
Prerequisites: Take COS 111 and COS 112
Corequisites: None

This course covers methods and techniques for contemporary designs. Emphasis is placed on contemporary designs and other related topics. Upon completion, students should be able to demonstrate and apply techniques associated with contemporary design. (1998FA)

COS 253 Esthetics Ins. Concepts I 6 15 0 11
Prerequisites: Valid NC Cosmetology or Esthetician License
Corequisites: None

This course introduces esthetic instructional concepts and skills. Topics include orientation, theories of education, unit planning, daily lesson plans, laboratory management, student assessment in a laboratory setting. Upon completion, students should be able to demonstrate esthetic services and instruct and objectively assess student performance in a classroom setting. (2000FA)

COS 254 Esthetic Ins. Concepts II 6 15 0 11
Prerequisites: Take COS 253
Corequisites: None

This course covers advanced esthetic instructional concepts and skills. Topics include practical demonstrations, lesson planning, lecture techniques, development and administration of assessment tools, record keeping and other related topics. Upon completion, students should be able to demonstrate competencies in the areas covered by the Esthetics Instructor Licensing Examination and meet program requirements. (2000FA)

Class Lab Clinical Credit

COS 260 Design Applications 1 3 0 2
Prerequisites: None
Corequisites: None

This course provides an overview of the design concepts used in cosmetology. Topics include the application of art principles and elements to artistically design hair, nails, and make-up and other related topics. Upon completion, students should be able to demonstrate knowledge and techniques associated with design concepts. (1998FA)

COS 271 Instructor Concepts I 5 0 0 5
Prerequisites: Valid NC Cosmetology License
Corequisites: Take COS 272

This course introduces the basic cosmetology instructional concepts. Topics include orientation, theories of education, unit planning, daily lesson planning, laboratory management, student assessment, record keeping, and other related topics. Upon completion, students should be able to identify theories of education, develop lesson plans, demonstrate supervisory techniques, and assess student performance in a classroom setting. (1997SU)

COS 272 Instructor Practicum I 0 21 0 7
Prerequisites: None
Corequisites: Take COS 271

This course covers supervisory and instructional skills for teaching entry-level cosmetology students in a laboratory setting. Topics include demonstrations of services, supervision, and entry-level student assessment. Upon completion, students should be able to demonstrate salon services and instruct and objectively assess the entry-level student. (1997SU)

COS 273 Instructor Concepts II 5 0 0 5
Prerequisites: Take COS 271 and COS 272
Corequisites: Take COS 274

This course covers advanced cosmetology instructional concepts. Topics include practical demonstrations, lesson planning, lecture techniques, development and administration of assessment tools, record keeping, and other related topics. Upon completion, students should be able to develop lesson plans, demonstrate supervision techniques, assess student performance in a classroom setting, and keep accurate records. (1997SU)

COS 274 Instructor Practicum II 0 21 0 7
Prerequisites: Take COS 271 and COS 272
Corequisites: Take COS 273

This course is designed to develop supervisory and instructional skills for teaching advanced cosmetology students in a laboratory setting. Topics include practical demonstrations, supervision, and advanced student assessment. Upon completion, students should be able to demonstrate competence in the areas covered by the Instructor Licensing Examination and meet program completion requirements. (1997SU)

Class Lab Clinical Credit

CSC 120* Computing Fundamentals I 3 2 0 4
Prerequisites: Take one set:
Set 1: DMA 010, DMA 020, DMA 030, DMA 040, and DMA 050
Set 2: MAT 121
Set 3: MAT 171
Set 4: MAT 080
Set 5: MAT 090
Set 6: MAT 095
Corequisites: None

This course provides the essential foundation for the discipline of computing and a program of study in computer science, including the role of the professional. Topics include algorithm design, data abstraction, searching and sorting algorithms, and procedural programming techniques. Upon completion, students should be able to solve problems, develop algorithms, specify data types, perform sorts and searches, and use an operating system. (2016FA)

CSC 130* Computing Fundament. II 3 2 0 4
Prerequisites: Take CSC 120
Corequisites: None

This course provides in-depth coverage of the discipline of computing and the role of the professional. Topics include software design methodologies, analysis of algorithm and data structures, searching and sorting algorithms, and file organization methods. Upon completion, students should be able to use software design methodologies and choice of data structures and understand social/ethical responsibilities of the computing professional. (1997SU)

CSC 133 C Programming 2 3 0 3
Prerequisites: Take one: DRE 098 or ENG 095 or ENG 111 or RED 090
Corequisites: Take CIS 110

This course introduces computer programming using the C programming language with structured programming principles. Topics include input/output operations, iteration, arithmetic operations, arrays, pointers, filters, and other related topics. Upon completion, students should be able to design, code, test and debug at a beginning level. (2006SP)

CSC 151* JAVA Programming 2 3 0 3
Prerequisites: None
Corequisites: Take CIS 110

This course introduces computer programming using the JAVA programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion students should be able to design, code, test, debug JAVA language programs. (2006SP)

Class Lab Clinical Credit

CSC 153 C# Programming 2 3 0 3
Prerequisites: Take one: CIS 115 or CSC 151
Corequisites: None

This course introduces computer programming using the C# programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test, debug, and implement objects using the appropriate environment at the beginning level. (2006SP)

CSC 251 Adv JAVA Programming 2 3 0 3
Prerequisites: Take CSC 151
Corequisites: None

This course is a continuation of CSC 151 using the JAVA programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test, debug, and implement objects using the appropriate environment. (2006SP)

CSC 284 Emerging Comp Prog Tech 2 3 0 3
Prerequisites: Take CET 172
Corequisites: None

This course provides students with the latest technologies and strategies in the field of Computer Programming. Emphasis is placed on the evaluation of developing Computer Programming Technologies and presenting those findings to the class. Upon completion, students should be able to critically analyze emerging Computer Programming Technologies and establish informed opinions. (2006SP)

CST 111 Construction I 3 3 0 4
Prerequisites: None
Corequisites: None

This course covers standard and alternative building methods to include wall framing. Topics include safety and footings, foundations, floor framing systems, and wall framing systems commonly used in the construction industry. Upon completion, students should be able to safely erect all framing necessary to begin roof framing. (1997SU)

CST 150 Building Science 2 2 0 3
Prerequisites: None
Corequisites: None

This course introduces concepts and techniques for the design and interaction of the mechanical systems of high performance buildings. Topics include building envelope, heating, ventilation and air conditioning (HVAC), indoor air quality, lighting, plumbing and electrical. Upon completion, students should be able to understand building systems interaction and performance. (2013FA)

Class Lab Clinical Credit

CST 241 Planning/Estimating I 2 2 0 3
Prerequisites: Take one: BPR 130 or MAT 121 or MAT 171
Corequisites: None

This course covers the procedures involved in planning and estimating a construction/building project. Topics include performing quantity take-offs of materials necessary for a building project. Upon completion, students should be able to accurately complete a take-off of materials and equipment needs involved in a construction project. (2014FA)

CTC 111 Basic Chemistry I 4 6 0 7
Prerequisites: None
Corequisites: None

This course introduces the basic principles of chemistry with emphasis on applications to chemical technology. Topics include measurement, elements, compounds, moles, solutions, reactions, gases, molecular structure, electron configurations, nomenclature, periodic trends, stoichiometry, and basic laboratory tools, techniques, and safety.
Upon completion, students should be able to demonstrate an understanding of basic chemical calculations and routine laboratory procedures. (2010FA)

CTC 112 Basic Chemistry II 4 6 0 7
Prerequisites: Take CTC 111
Corequisites: None

This course introduces solubility, electrochemistry, chemical kinetics, chemical equilibrium, acid/base chemistry, and nuclear chemistry. Topics include solubility products, element families, and basic laboratory tools, techniques, and safety. Upon completion, students should be able to demonstrate an understanding of basic chemical calculations and routine laboratory procedures. (2010FA)

CTC 120 Organic Chemistry I 2 0 0 2
Prerequisites: Take CTC 111
Corequisites: None

This course covers the nomenclature and properties of organic functional groups with a focus on applications to chemical technology. Emphasis is placed on properties of aliphatic and aromatic hydrocarbons, including alkanes, cycloalkanes, alkenes, alkynes, alcohols and ethers. Upon completion, students should be able to name, identify, and predict reactions for organic molecules. (2010FA)

Courses designated with an asterisk (*) are college transfer courses. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

Class Lab Clinical Credit

CTC 140 Organic Processes 2 10 0 7
Prerequisites: Take CTC 120
Corequisites: None

This course introduces a chemical technology “real world” laboratory experience. Topics include stereochemistry, delocalization, substitution, elimination reactions and basic laboratory methods such as distillation, extraction, and the use of IR and UV-VIS. Upon completion, students should be able to demonstrate competence in the laboratory techniques presented as well as predict organic reactions. (2010FA)

CTC 220 Organic Chemistry II 3 6 0 6
Prerequisites: Take CTC 140
Corequisites: None

This course covers intermediate nomenclature and properties of organic functional groups with emphasis on applications to chemical technology. Topics include the preparation, reactions, and analysis of alcohols, amines, ethers, epoxides, and carbonyl compounds. Upon completion, students should be able to predict products from intermediate reactions and determine structures of organic compounds by utilizing IR, UV, and RI. (2010FA)

CTC 230 Biochemistry 2 6 0 5
Prerequisites: Take CTC 140
Corequisites: None

This course introduces chemistry at the biological level. Topics include nitrogen compounds, polymers, stereochemistry, carbohydrates, lipids, amino acids, proteins, nucleic acids, protein and nucleic purification, electrophoresis, PCR, and enzymes. Upon completion, students should be able to recognize biologically active compounds, describe their structure and activity, and predict organic products of biological reactions. (2014FA)

CTC 240 Instrumentation I: Spectroscopy 2 6 0 5
Prerequisites: Take CTC 140
Corequisites: None

This course covers appropriate use of equipment and instruments in pharmaceutical and industrial settings as well as qualitative chemical analysis of selected inorganic ions. Emphasis is placed on sample preparation, statistical parameters, titrations, potentiometric methods and various forms of spectroscopy, including UV, AA, AE, IR, NMR, and mass spectroscopy. Upon completion, students should be able to carry out all analytical schemes presented. (2014FA)

Class Lab Clinical Credit

CTC 250 Instrumentation II: Chromatography 2 6 0 5
Prerequisites: Take CTC 140
Corequisites: None

This course covers the use of various instruments and analytical methods in pharmaceutical, academic, or industrial settings. Emphasis is placed on various forms of chromatography, including GC, HPLC, IC, TLC, and size exclusion, as well as chemiluminescence and radioactive labels. Upon completion, students should be able to carry out all analytical schemes presented and be able to utilize all applicable instruments. (2014FA)

CTI 110 Web, Pgm, & Db Foundation 2 2 0 3
Prerequisites: None
Corequisites: None

This course covers the introduction of the tools and resources available to students in programming, mark-up language and services on the Internet. Topics include standard mark-up language Internet services, creating web pages, using search engines, file transfer programs; and database design and creation with DBMS products. Upon completion students should be able to demonstrate knowledge of programming tools, deploy a web-site with mark-up tools, and create a simple database table. (2009FA)

CTI 120 Network & Sec Foundation 2 2 0 3
Prerequisites: None
Corequisites: None

This course introduces students to the Network concepts, including networking terminology and protocols, local and wide area networks, and network standards. Emphasis is placed on securing information systems and the various implementation policies. Upon completion, students should be able to perform basic tasks related to networking mathematics, terminology, media and protocols. (2009FA)

CTI 141 Cloud & Storage Concepts 1 4 0 3
Prerequisites: Take CTS 220
Corequisites: None

This course introduces cloud computing and storage concepts. Emphasis is placed on cloud terminology, virtualization, storage networking and access control. Upon completion, students should be able to perform tasks related to installation, configuration and management of cloud storage systems. (2012SU)

CTI 240 Virtualization Admin I 1 4 0 3
Prerequisites: Take one: CET 130 or CTS 220 or NOS 110
Corequisites: None

This course covers datacenter virtualization concepts. Topics include data storage, virtual network configuration,

Class Lab Clinical Credit

virtual machine and virtual application deployment. Upon completion, students should be able to perform tasks related to virtual machine and hypervisor installation and configuration. (2012SU)

CTI 241 Virtualization Admin II 1 4 0 3
Prerequisites: Take CTI 240
Corequisites: None

This course covers administration of datacenter virtualization infrastructure. Topics include access control, fault tolerance, scalability, resource management, virtual machine migration and troubleshooting. Upon completion, students should be able to perform tasks related to virtualization security, data protection and resource monitoring. (2012SU)

CTS 115* Info Sys Business Concepts 3 0 0 3
Prerequisites: None
Corequisites: None

The course introduces the role of IT in managing business processes and the need for business process and IT alignment. Emphasis is placed on industry need for understanding business challenges and developing/managing information systems to contribute to the decision making process based on these challenges. Upon completion, students should be able to demonstrate knowledge of the 'hybrid business manager' and the potential offered by new technology and systems. (2006SP)

CTS 120 Hardware/Software Support 2 3 0 3
Prerequisites: None
Corequisites: None

This course covers the basic hardware of a personal computer, including installation, operations and interactions with software. Topics include component identification, memory-system, peripheral installation and configuration, preventive maintenance, hardware diagnostics/repair, installation and optimization of system software, commercial programs, system configuration, and device-drivers. Upon completion, students should be able to select appropriate computer equipment and software, upgrade/maintain existing equipment and software, and troubleshoot/repair non-functioning personal computers. (2014SU)

CTS 130 Spreadsheet 2 2 0 3
Prerequisites: Take one: CIS 110 or CIS 111 or OST 137
Corequisites: None

This course introduces basic spreadsheet design and development. Topics include writing formulas, using functions, enhancing spreadsheets, creating charts, and printing. Upon completion, students should be able to design and print basic spreadsheets and charts. (2016FA)

Class Lab Clinical Credit

CTS 220 Adv Hard/Software Support 2 3 0 3
Prerequisites: Take CTS 120
Corequisites: None

This course provides advanced knowledge and competencies in hardware and operating system technologies for computer technicians to support personal computers. Emphasis is placed on: configuring and upgrading; diagnosis and troubleshooting; as well as preventive maintenance of hardware and system software. Upon completion, students should be able to install, configure, diagnose, perform preventive maintenance, and maintain basic networking on personal computers. (2006SP)

CTS 240 Project Management 2 2 0 3
Prerequisites: None
Corequisites: None

This course introduces computerized project management software. Topics include identifying critical paths, cost management, and problem solving. Upon completion, students should be able to plan a complete project and project time and costs accurately. (2016FA)

CTS 285 Systems Analysis & Design 3 0 0 3
Prerequisites: Take CIS 115
Corequisites: None

This course introduces established and evolving methodologies for the analysis, design, and development of an information system. Emphasis is placed on system characteristics, managing projects, prototyping, CASE/OOM tools, and systems development life cycle phases. Upon completion, students should be able to analyze a problem and design an appropriate solution using a combination of tools and techniques. (2006SP)

CTS 289 System Support Project 1 4 0 3
Prerequisites: Take CTS 285
Corequisites: None

This course provides an opportunity to complete a significant support project with minimal instructor assistance. Emphasis is placed on written and oral communication skills, project definition, documentation, installation, testing, presentation, and user training. Upon completion, students should be able to complete a project from the definition phase through implementation. (2006SP)

CUL 110 Sanitation & Safety 2 0 0 2
Prerequisites: Take one: DRE 098 or ENG 095 or ENG 111 or RED 090
Corequisites: Take CUL 110A

This course introduces the basic principles of sanitation and safety relative to the hospitality industry. Topics include personal hygiene, sanitation and safety regulations, use and care of equipment, the principles of food-borne illness, and other related topics. Upon completion, students should be able

Class Lab Clinical Credit

to demonstrate an understanding of the content necessary for successful completion of a nationally recognized food/safety/sanitation exam. (2011FA)

CUL 110A Sanitation & Safety Lab 0 2 0 1
Prerequisites: Take one: DRE 098 or ENG 095 or ENG 111 or RED 090
Corequisites: Take CUL 110

This course provides a laboratory experience for enhancing student skills in the basic principles of sanitation and safety. Emphasis is placed on personal hygiene, sanitation and safety regulations, use and care of equipment, the principles of food-borne illness, and other related topics. Upon completion, students should be able to demonstrate practical applications of sanitation and safety procedures in the hospitality industry. (2011FA)

CUL 120 Purchasing 2 0 0 2
Prerequisites: None
Corequisites: Take CUL 120A

This course covers purchasing for foodservice operations. Emphasis is placed on yield tests, procurement, negotiating, inventory control, product specification, purchasing ethics, vendor relationships, food product specifications and software applications. Upon completion, students should be able to apply effective purchasing techniques based on the end-use of the product. (2011FA)

CUL 120A Purchasing Lab 0 2 0 1
Prerequisites: None
Corequisites: Take CUL 120

This course provides a laboratory experience for enhancing student skills in purchasing for foodservice operations. Emphasis is placed on practical experiences in yield tests, procurement, negotiating, inventory control, product specification, purchasing ethics, vendor relationships, food product specifications and software applications. Upon completion, students should be able to demonstrate practical applications of purchasing within the hospitality industry. (2011FA)

CUL 130 Menu Design 2 0 0 2
Prerequisites: None
Corequisites: None

This course introduces menu design and its relationship to foodservice operations. Topics include layout, marketing, concept development, dietary concerns, product utilization, target consumers and trends. Upon completion, students should be able to design, create and produce menus for a variety of foodservice settings. (2011FA)

Class Lab Clinical Credit

CUL 135 Food & Beverage Service 2 0 0 2
Prerequisites: None
Corequisites: Take CUL 135A

This course is designed to cover the practical skills and knowledge necessary for effective food and beverage service in a variety of settings. Topics include greeting/service of guests, dining room set-up, profitability, menu sales and merchandising, service styles and reservations. Upon completion, students should be able to demonstrate competence in human relations and the skills required in the service of foods and beverages. (2011FA)

CUL 135A Food & Bev Serv Lab 0 2 0 1
Prerequisites: None
Corequisites: Take CUL 135

This course provides a laboratory experience for enhancing student skills in effective food and beverage service. Emphasis is placed on practical experiences including greeting/service of guests, dining room set-up, profitability, menu sales and merchandising, service styles and reservations. Upon completion, students should be able to demonstrate practical applications of human relations and the skills required in the service of foods and beverages. (2011FA)

CUL 140 Culinary Skills I 2 6 0 5
Prerequisites: Take one: DRE 098 or ENG 095 or ENG 111 or RED 090
Corequisites: Take CUL 110 and CUL 110A

This course introduces the fundamental concepts, skills and techniques in basic cookery, and moist, dry and combination heat. Emphasis is placed on recipe conversion, measurements, terminology, classical knife cuts, safe food/equipment handling, flavorings/seasonings, stocks/sauces/soups, and related topics. Upon completion, students should be able to exhibit the basic cooking skills used in the foodservice industry. (2011FA)

CUL 142 Fundamentals of Food 2 6 0 5
Prerequisites: None
Corequisites: Take CUL 110

This course introduces the student to the basic principles of cooking, baking and kitchen operations. Topics include preparation methods for protein, starch, vegetable/fruit identification/selection, storage; breakfast cookery, breads, sweet dough/pastries, basic fabrication, knife skills, and mise en place. Upon completion, students should be able to execute efficiently a broad range of basic cooking/baking skills as they apply to different stations in foodservice operations. (2011FA)

Class Lab Clinical Credit

CUL 150 Food Science 1 2 0 2
Prerequisites: Take one: DRE 098 or ENG 095 or ENG 111 or RED 090
Corequisites: Take CUL 110 and CUL 110A

This course covers the chemical and physical changes in foods that occur with cooking, handling, and processing. Emphasis is placed on practical application of heat transfer and its effect on color/flavor/texture, emulsification, protein coagulation, leavening agents, viscosity, and gel formation. Upon completion, students should be able to demonstrate an understanding of these principles as they apply to food preparation in an experimental setting. (2011FA)

CUL 160 Baking I 1 4 0 3
Prerequisites: Take one: DRE 098 or ENG 095 or ENG 111 or RED 090
Corequisites: Take CUL 110 and CUL 110A

This course covers basic ingredients, techniques, weights and measures, baking terminology and formula calculations. Topics include yeast/chemically leavened products, laminated doughs, pastry dough batter, pies/tarts, meringue, custard, cakes and cookies, icings, glazes and basic sauces. Upon completion, students should be able to demonstrate proper scaling and measurement techniques, and prepare and evaluate a variety of bakery products. (2011FA)

CUL 170 Garde-Manger I 1 4 0 3
Prerequisites: Take CUL 140
Corequisites: Take CUL 110 and CUL 110A

This course introduces basic cold food preparation techniques and pantry production. Topics include salads, sandwiches, appetizers, dressings, basic garnishes, cheeses, cold sauces, and related food items. Upon completion, students should be able to present a cold food display and exhibit an understanding of the cold kitchen and its related terminology. (2011FA)

CUL 214 Wine Appreciation 1 2 0 2
Prerequisites: None
Corequisites: None

This course provides an introduction to information about wine from all the major wine producing regions. Emphasis is placed on the history of wine, production, characteristics, wine list development, laws, purchasing and storing requirements. Upon completion, students should be able to evaluate varietal wines and basic food pairings. (2011FA)

CUL 230 Global Cuisines 1 8 0 5
Prerequisites: Take CUL 110 and CUL 140
Corequisites: None

This course provides practical experience in the planning, preparation, and presentation of representative foods from a variety of world cuisines. Emphasis is placed on indigenous ingredients and customs, nutritional concerns, and cooking techniques. Upon completion, students should be able to research and execute a variety of international and domestic menus. (2011FA)

Class Lab Clinical Credit

CUL 240 Culinary Skills II 1 8 0 5
Prerequisites: Take CUL 110 and CUL 140
Corequisites: None

This course is designed to further students' knowledge of the fundamental concepts, skills, and techniques involved in basic cookery. Emphasis is placed on meat identification/fabrication, butchery and cooking techniques/methods; appropriate vegetable/starch accompaniments; compound sauces; plate presentation; breakfast cookery; and quantity food preparation. Upon completion, students should be able to plan, execute, and successfully serve entrees with complementary side items. (2011FA)

CUL 245 Contemporary Cuisines 1 8 0 5
Prerequisites: Take CUL 110 and CUL 140
Corequisites: None

This course introduces students to current culinary trends which include a variety of preparation methods. Topics include current and developing trends such as adaptation of native/regional ingredients and preparation methods into contemporary cuisines. Upon completion, students should be able to demonstrate knowledge of a variety of contemporary cuisines. (2011FA)

CUL 250 Classical Cuisine 1 8 0 5
Prerequisites: Take CUL 110 and CUL 140 and CUL 240
Corequisites: None

This course is designed to reinforce the classical culinary kitchen. Topics include the working Grand Brigade of the kitchen, signature dishes and classical banquets. Upon completion, students should be able to demonstrate competence in food preparation in a classical/upscale restaurant or banquet setting. (2011FA)

CUL 260 Baking II 1 4 0 3
Prerequisites: Take CUL 110 and CUL 160
Corequisites: None

This course is designed to further students' knowledge in ingredients, weights and measures, baking terminology and formula calculation. Topics include classical desserts, frozen desserts, cake and torte production, decorating and icings/glazes, dessert plating and presentation. Upon completion, students should be able to demonstrate pastry preparation, plating, and dessert buffet production skills. (2011FA)

Class Lab Clinical Credit

CUL 270 Garde-Manger II 1 4 0 3
Prerequisites: Take CUL 110 and CUL 140 and CUL 170
Corequisites: None

This course is designed to further students' knowledge in basic cold food preparation techniques and pantry production. Topics include pâtés, terrines, galantines, decorative garnishing skills, carving, charcuterie, smoking, canapés, hors d'oeuvres, and related food items. Upon completion, students should be able to design, set up, and evaluate a catering/event display to include a cold buffet with appropriate showpieces. (2011FA)

CUL 275 Catering Cuisine 1 8 0 5
Prerequisites: Take CUL 110 and CUL 140 and CUL 240
Corequisites: None

This course covers the sequential steps to successful catering that include sales, client needs, menu planning, purchasing, costing, event pricing, staffing and sanitation concerns. Emphasis is placed on new culinary competencies and skills specific to catering preparation, presentation, and customer service. Upon completion, students should be able to demonstrate proficiency in the successful design and execution of various types of catering events. (2011FA)

CUL 280 Pastry & Confections 1 4 0 3
Prerequisites: Take CUL 110 and CUL 140 and CUL 160
Corequisites: None

This course includes confections and candy, chocolate techniques, transfer sheets, pulled and blown sugar, pastillage, marzipan and custom silicon molding. Emphasis is placed on showpieces, pre-set molding, stencil cutouts, pattern tracing and/or free-hand shaping. Upon completion, students should be able to design and produce centerpieces and showpieces. (2011FA)

CUL 283 Farm-To-Table 2 6 0 5
Prerequisites: Take CUL 110 and CUL 140
Corequisites: None

This course introduces students to the cooperation between sustainable farmers and foodservice operations. Emphasis is placed on environmental relationships, including how foods are grown, processed, and distributed, as well as related implications on quality and sustainability. Upon completion, students should be able to demonstrate an understanding of environmental stewardship and its impact on cuisine. (2011FA)

CUL 285 Competition Fundamentals 1 4 0 3
Prerequisites: Take one: CUL 110 or CUL 110A or CUL 140 or CUL 160
Corequisites: None

This course provides practical experience in planning, techniques, and procedures required for culinary competitions and exhibitions. Emphasis is placed on competition strategies including menu planning, teamwork, plate design, flavor profiles, recipe development, nutrition, advanced knife/culinary skills, professionalism, and portfolio development. Upon completion, students should be able to apply competition/exhibition skills and standards in the competition arena and professional kitchen. (2011FA)

Class Lab Clinical Credit

CVS 160 CVS Clinical Ed I 0 4 9 5
Prerequisites: None
Corequisites: None

This course provides active participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations. (2013FA)

CVS 161 CVS Clinical Ed II 0 0 24 8
Prerequisites: Take CVS 160
Corequisites: None

This course provides continued participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations. (1997SU)

CVS 162 CVS Clinical Ed III 0 0 15 5
Prerequisites: Take CVS 161
Corequisites: None

This course provides continued participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations. (1997SU)

CVS 163 Echo I 3 2 0 4
Prerequisites: None
Corequisites: None

This course covers cardiac anatomy and introduces cardiac scanning techniques. Topics include normal cardiac anatomy, Doppler physics, and 2-D and M-mode imaging. Upon completion, students should be able to perform 2-D and M-mode studies. (1997SU)

CVS 164 Echo II 3 2 0 4
Prerequisites: Take CVS 163
Corequisites: None

This course is a continuation of CVS 163 with continued study of 2-D and M-mode imaging. Emphasis is placed on continuous wave, pulsed wave, color, and power Doppler imaging of normal and abnormal cardiac conditions. Upon completion, students should be able to perform and recognize normal and abnormal cardiac studies. (1997SU)

Class Lab Clinical Credit

CVS 260 CVS Clinical Ed IV 0 0 24 8
Prerequisites: Take CVS 162
Corequisites: None

This course provides continued active participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations. (1997SU)

CVS 261 CVS Clinical Ed V 0 0 24 8
Prerequisites: Take CVS 260
Corequisites: None

This course provides continued active participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations. (1997SU)

CVS 277 Cardiovascular Topics 2 0 0 2
Prerequisites: None
Corequisites: None

This course provides an overview of cardiovascular topics in preparation for certification examinations. Emphasis is placed on registry preparation. Upon completion, students should be able to sit for the registry examinations. (2011FA)

DBA 110 Database Concepts 2 3 0 3
Prerequisites: Take one: CIS 110 or CIS 111
Corequisites: None

This course introduces database design and creation using a DBMS product. Emphasis is placed on data dictionaries, normalization, data integrity, data modeling, and creation of simple tables, queries, reports, and forms. Upon completion, students should be able to design and implement normalized database structures by creating simple database tables, queries, reports, and forms. (2006SP)

DBA 120 Database Programming I 2 2 0 3
Prerequisites: Take CIS 110
Corequisites: None

This course is designed to develop SQL programming proficiency. Emphasis is placed on data definition, data manipulation, and data control statements as well as on report generation. Upon completion, students should be able to write programs which create, update, and produce reports. (2006SP)

DBA 210 Database Administration 2 3 0 3
Prerequisites: Take one: DBA 110 or DBA 120
Corequisites: None

This course covers database administration issues and distributed database concepts. Topics include database administrator (DBA) goals and functions, backup and recovery, standards and procedures, training, and database security and performance evaluations. Upon completion, students should be able to produce functional DBA documentation and administer a database. (2006SP)

Class Lab Clinical Credit

DDF 211 Design Process I 1 6 0 4
Prerequisites: Take DFT 112 and DFT 154 and DFT 211 and MEC 145
Corequisites: None

This course emphasizes design processes for finished products. Topics include data collection from manuals and handbooks, efficient use of materials, design sketching, specifications, and vendor selection. Upon completion, students should be able to research and plan the design process for a finished product. (2005SP)

DDF 212 Design Process II 1 6 0 4
Prerequisites: Take DDF 211 and ELC 111 and MEC 111
Corequisites: None

This course stresses the integration of various design practices. Emphasis is placed on the creation of an original design. Upon completion, students should be able to apply engineering graphics and design procedures to a design project. (2005SP)

DEA 111 Introduction to DEAT 2 2 0 3
Prerequisites: None
Corequisites: None

This course is an overview of the digital effects and animation technology field from the most simple processes to the most complex. Topics covered include digitizing existing images, creating digital images, manipulation of images and various forms of computer animation. Upon completion, students should be able to demonstrate a vocabulary of the digital effects and animation field and a knowledge of outstanding examples of work in the field. (2001FA)

DEN 100 Basic Orofacial Anatomy 2 0 0 2
Prerequisites: Enrollment in the Dental Assisting or Dental Hygiene program
Corequisites: Take DEN 101

This course provides a basic introduction to the structures of the head, neck, and oral cavity. Topics include tooth morphology, head and neck anatomy, histology, and embryology. Upon completion, students should be able to demonstrate knowledge of normal structures and development and how they relate to the practice of dental assisting. This is a diploma-level course. (1997SU)

Class Lab Clinical Credit

DEN 101 Preclinical Procedures 4 6 0 7
Prerequisites: Enrollment in the Dental Assisting or Dental Hygiene program
Corequisites: Take DEN 111

This course provides instruction in procedures for the clinical dental assistant as specified by the North Carolina Dental Practice Act. Emphasis is placed on orientation to the profession, infection control techniques, instruments, related expanded functions, and diagnostic, operative, and specialty procedures. Upon completion, students should be able to demonstrate proficiency in clinical dental assisting procedures. Upon completion, students should be able to demonstrate proficiency in clinical dental assisting procedures. (2005SP)

DEN 102 Dental Materials 3 4 0 5
Prerequisites: Enrollment in the Dental Assisting or Dental Hygiene program
Corequisites: Take DEN 101

This course provides instruction in identification, properties, evaluation of quality, principles, and procedures related to manipulation and storage of operative and specialty dental materials. Emphasis is placed on the understanding and safe application of materials used in the dental office and laboratory. Upon completion, students should be able to demonstrate proficiency in the laboratory and clinical application of routinely used dental materials. (2005SP)

DEN 103 Dental Sciences 2 0 0 2
Prerequisites: Enrollment in the Dental Assisting or Dental Hygiene program
Take DEN 100
Corequisites: Take DEN 106

This course is a study of oral pathology, pharmacology, and dental office emergencies. Topics include oral pathological conditions, dental therapeutics, and management of emergency situations. Upon completion, students should be able to recognize abnormal oral conditions, identify classifications, describe actions and effects of commonly prescribed drugs, and respond to medical emergencies. (1997SU)

DEN 104 Dental Health Education 2 2 0 3
Prerequisites: Enrollment in the Dental Assisting or Dental Hygiene program
Take DEN 101 and DEN 111
Corequisites: Take DEN 106

This course covers the study of preventive dentistry to prepare dental assisting students for the role of dental health educator. Topics include etiology of dental diseases, preventive procedures, and patient education theory and practice. Upon completion, students should be able to demonstrate proficiency in patient counseling and oral health instruction in private practice or public health settings. (2005SP)

Class Lab Clinical Credit

DEN 105 Practice Management 2 0 0 2
Prerequisites: Enrollment in the Dental Assisting or Dental Hygiene program
Take DEN 100
Corequisites: Take DEN 106

This course provides a study of principles and procedures related to management of the dental practice. Emphasis is placed on maintaining clinical and financial records, patient scheduling, and supply and inventory control. Upon completion, students should be able to demonstrate fundamental skills in dental practice management. (1997SU)

DEN 106 Clinical Practice I 1 0 12 5
Prerequisites: Enrollment in the Dental Assisting or Dental Hygiene program
Take DEN 101 and DEN 111
Corequisites: Take DEN 103 and DEN 104 and DEN 112

This course is designed to provide experience assisting in a clinical setting. Emphasis is placed on the application of principles and procedures of four-handed dentistry and laboratory and clinical support functions. Upon completion, students should be able to utilize classroom theory and laboratory and clinical skills in a dental setting (2005SP)

DEN 107 Clinical Practice II 1 0 12 5
Prerequisites: Enrollment in the Dental Assisting or Dental Hygiene program
Take DEN 106
Corequisites: None

This course is designed to increase the level of proficiency in assisting in a clinical setting. Emphasis is placed on the application of principles and procedures of four-handed dentistry and laboratory and clinical support functions. Upon completion, students should be able to combine theoretical and ethical principles necessary to perform entry-level skills including functions delegable to a DA II. (1997SU)

DEN 110 Orofacial Anatomy 2 2 0 3
Prerequisites: Enrollment in the Dental Hygiene program
Corequisites: Take DEN 121

This course introduces the structures of the head, neck, and oral cavity. Topics include tooth morphology, head and neck anatomy, histology, and embryology. Upon completion, students should be able to relate the identification of normal structures and development to the practice of dental assisting and dental hygiene. (1997SU)

Class Lab Clinical Credit

DEN 111 Infection/Hazard Control 2 0 0 2
Prerequisites: Enrollment in the Dental Assisting or Dental Hygiene program
Corequisites: Take one: DEN 101 or DEN 121

This course introduces the infection and hazard control procedures necessary for the safe practice of dentistry. Topics include microbiology, practical infection control, sterilization and monitoring, chemical disinfectants, aseptic technique, infectious diseases, OSHA standards, and applicable North Carolina laws. Upon completion, students should be able to understand infectious diseases, disease transmission, infection control procedures, biohazard management, OSHA standards, and applicable North Carolina laws. (1997SU)

DEN 112 Dental Radiography 2 3 0 3
Prerequisites: Enrollment in the Dental Assisting or Dental Hygiene program
Corequisites: Take DEN 111
Take one: DEN 100 or DEN 110

This course provides a comprehensive view of the principles and procedures of radiology as they apply to dentistry. Topics include techniques in exposing, processing, and evaluating radiographs, as well as radiation safety, quality assurance, and legal issues. Upon completion, students should be able to demonstrate proficiency in the production of diagnostically acceptable radiographs using appropriate safety precautions. (2005SP)

DEN 120 Dental Hyg Preclinic Lec 2 0 0 2
Prerequisites: Enrollment in the Dental Hygiene program
Corequisites: Take DEN 121

This course introduces preoperative and clinical dental hygiene concepts. Emphasis is placed on the assessment phase of patient care as well as the theory of basic dental hygiene instrumentation. Upon completion, students should be able to collect and evaluate patient data at a basic level and demonstrate knowledge of dental hygiene instrumentation. (1997SU)

DEN 121 Dental Hygiene Precl Lab 0 6 0 2
Prerequisites: Enrollment in the Dental Hygiene program
Corequisites: Take DEN 110 and DEN 111 and DEN 120

This course provides the opportunity to perform clinical dental hygiene procedures discussed in DEN 120. Emphasis is placed on clinical skills in patient assessment and instrumentation techniques. Upon completion, students should be able to demonstrate the ability to perform specific preclinical procedures. (1997SU)

Class Lab Clinical Credit

DEN 123 Nutrition/Dental Health 2 0 0 2
Prerequisites: Enrollment in the Dental Hygiene program
Corequisites: None

This course introduces basic principles of nutrition with emphasis on nutritional requirements and their application to individual patient needs. Topics include the study of Federal Nutritional Guidelines, nutrient functions, Recommended Daily Allowances, Adequate Intake, Tolerable Upper Intake Level, Estimated Average Requirement, and related psychological principles. Upon completion, students should be able to recommend and counsel individuals on their food intake as related to their dental health. (2016SP)

DEN 124 Periodontology 2 0 0 2
Prerequisites: Enrollment in the Dental Hygiene program
Take DEN 110
Corequisites: None

This course provides an in-depth study of the periodontium, periodontal pathology, periodontal monitoring, and the principles of periodontal therapy. Topics include periodontal anatomy and a study of the etiology, classification, and treatment modalities of periodontal diseases. Upon completion, students should be able to describe, compare, and contrast techniques involved in periodontal/maintenance therapy, as well as patient care management (1997SU)

DEN 125 Dental Office Emergencies 0 2 0 1
Prerequisites: Enrollment in the Dental Hygiene program
Corequisites: None

This course provides a study of the management of dental office emergencies. Topics include methods of prevention, necessary equipment/drugs, medicolegal considerations, recognition and effective initial management of a variety of emergencies. Upon completion, the student should be able to recognize, assess and manage various dental office emergencies and activate advanced medical support when indicated. (2000SU)

DEN 130 Dental Hygiene Theory I 2 0 0 2
Prerequisites: Enrollment in the Dental Hygiene program
Take DEN 120
Corequisites: Take DEN 131

This course is a continuation of the didactic dental hygiene concepts necessary for providing an oral prophylaxis. Topics include deposits/removal, instrument sharpening, patient education, fluorides, planning for dental hygiene treatment, charting, and clinical records and procedures. Upon completion, students should be able to demonstrate knowledge needed to complete a thorough oral prophylaxis. (1997SU)

Class Lab Clinical Credit

DEN 131 Dental Hygiene Clinic I 0 0 9 3
Prerequisites: Enrollment in the Dental Hygiene program
Take DEN 121
Corequisites: Take DEN 130

This course continues skill development in providing an oral prophylaxis. Emphasis is placed on treatment of the recall patients with gingivitis or light deposits. Upon completion, students should be able to assess these patients' needs and complete the necessary dental hygiene treatment. (1997SU)

DEN 140 Dental Hygiene Theory II 1 0 0 1
Prerequisites: Enrollment in the Dental Hygiene program
Take DEN 130
Corequisites: Take DEN 141

This course introduces principles in treatment modification. Topics include modification of treatment for pain management and advanced radiographic interpretation. Upon completion, students should be able to differentiate necessary treatment modifications and radiographic abnormalities. (2016SP)

DEN 141 Dental Hygiene Clinic II 0 0 6 2
Prerequisites: Enrollment in the Dental Hygiene program
Take DEN 131
Corequisites: Take DEN 140

This course continues skill development in providing an oral prophylaxis. Emphasis is placed on treatment of patients with early periodontal disease and subgingival deposits. Upon completion, students should be able to assess these patients' needs and complete the necessary dental hygiene treatment. (1997SU)

DEN 220 Dental Hygiene Theory III 2 0 0 2
Prerequisites: Enrollment in the Dental Hygiene program
Take DEN 140
Corequisites: Take DEN 221

This course introduces advanced principles of patient care. Topics include advanced periodontal debridement, subgingival irrigation, air polishing, special needs and case presentations. Upon completion, students should be able to demonstrate knowledge of methods of treatment and management of periodontally compromised and special needs patients. (2016SP)

DEN 221 Dental Hygiene Clinic III 0 0 12 4
Prerequisites: Enrollment in the Dental Hygiene program
Take DEN 141
Corequisites: Take DEN 220

This course continues skill development in providing an oral prophylaxis. Emphasis is placed on treatment of patients with moderate to advanced periodontal involvement and moderate deposits. Upon completion, students should be able to assess these patients' needs and complete the necessary dental hygiene treatment. (1997SU)

Class Lab Clinical Credit

DEN 222 General & Oral Pathology 2 0 0 2
Prerequisites: Enrollment in the Dental Hygiene program
Take DEN 110
AND
Take one: BIO 163 or BIO 165 or BIO 168
Corequisites: None

This course provides a general knowledge of oral pathological manifestations associated with selected systemic and oral diseases. Topics include developmental and degenerative diseases, selected microbial diseases, specific and nonspecific immune and inflammatory responses with emphasis on recognizing abnormalities. Upon completion, students should be able to differentiate between normal and abnormal tissues and refer unusual findings to the dentist for diagnosis. (1997SU)

DEN 223 Dental Pharmacology 2 0 0 2
Prerequisites: Enrollment in the Dental Hygiene program
Corequisites: Take one: BIO 163 or BIO 165 or BIO 168

This course provides basic drug terminology, general principles of drug actions, dosages, routes of administration, adverse reactions, and basic principles of anesthesiology. Emphasis is placed on knowledge of drugs in overall understanding of patient histories and health status. Upon completion, students should be able to recognize that each patient's general health or drug usage may require modification of the treatment procedures. (1997SU)

DEN 224 Materials and Procedures 1 3 0 2
Prerequisites: Enrollment in the Dental Hygiene program
Take DEN 111
Corequisites: None

This course introduces the physical properties of materials and related procedures used in dentistry. Topics include restorative and preventive materials, fabrication of casts and appliances, and chairside functions of the dental hygienist. Upon completion, students should be able to demonstrate proficiency in the laboratory and/or clinical application of routinely used dental materials and chairside functions. (1997SU)

DEN 230 Dental Hygiene Theory IV 1 0 0 1
Prerequisites: Enrollment in the Dental Hygiene program
Take DEN 220
Corequisites: Take DEN 231

This course provides an opportunity to increase knowledge of the profession. Emphasis is placed on dental specialties, technological advances, and completion of a case study presentation. Upon completion, students should be able to demonstrate knowledge of various disciplines of dentistry, technological advances and principles of case presentations. (2016SP)

Class Lab Clinical Credit

DEN 231 Dental Hygiene Clinic IV 0 0 12 4
Prerequisites: Enrollment in the Dental Hygiene program
Take DEN 221
Corequisites: Take DEN 230

This course continues skill development in providing an oral prophylaxis. Emphasis is placed on periodontal maintenance and on treating patients with moderate to advanced/refractory periodontal disease. Upon completion, students should be able to assess these patients' needs and complete the necessary dental hygiene treatment.
(1997SU)

DEN 232 Community Dental Health 2 3 0 3
Prerequisites: Enrollment in the Dental Hygiene program
Corequisites: None

This course provides a study of the principles and methods used in assessing, planning, implementing, and evaluating community dental health programs. Topics include epidemiology, research methodology, biostatistics, preventive dental care, dental health education, program planning, and financing and utilization of dental services. Upon completion, students should be able to assess, plan, implement, and evaluate a community dental health program. (2016SP)

DEN 233 Professional Development 2 0 0 2
Prerequisites: Enrollment in the Dental Hygiene program
Corequisites: None

This course includes professional development, ethics, and jurisprudence with applications to practice management. Topics include conflict management, state laws, resumes, interviews, and legal liabilities as health care professionals. Upon completion, students should be able to demonstrate the ability to practice dental hygiene within established ethical standards and state laws. (1997SU)

DES 110 Architectural Graphics 0 6 0 2
Prerequisites: None
Corequisites: Take DES 125 and DES 135

This course introduces basic drafting skills and techniques. Emphasis is placed on the use of drafting equipment, lettering, dimensioning, elevations, sections, construction details, and design standards as related to interior design. Upon completion, students should be able to complete construction documents skillfully utilizing principles of drafting. (2015FA)

DES 111 Creative Problem Solving 2 0 0 2
Prerequisites: Take DES 110
Corequisites: None

This course is designed to improve conceptual abilities as applied to problems involved with creating practical designs. Emphasis is placed on the awareness of creative thinking techniques that are involved with producing a workable design in an innovative fashion. Upon completion, students should be able to apply creative thinking techniques to find innovative solutions to design challenges. (2015FA)

Class Lab Clinical Credit

DES 112 Bldg/Construc Sys 3 0 0 3
Prerequisites: None
Corequisites: None

This course provides an overview of the residential construction process for the interior designer. Emphasis is placed on providing the fundamental knowledge needed by the designer in residential construction basics and methods, including electrical and lighting, plumbing, sustainability, mechanical and ventilation, and the building envelope. Upon completion, students should be able to demonstrate effective communication required for effective collaboration with architects, engineers, and building contractors. (2013SU)

DES 120 CAD for Interior Design 0 6 0 2
Prerequisites: Take DES 110
Corequisites: None

This course introduces basic computer-aided design and drafting skills and techniques within interior design applications. Emphasis is placed on the most common computer commands used in architectural drafting and design to draw, edit, manipulate layers, and create templates. Upon completion, students should be able to use specific computer applications to complete drawings and plot/print. (2015FA)

DES 125 Visual Presentation I 0 6 0 2
Prerequisites: None
Corequisites: Take DES 110 and DES 135

This course introduces visual presentation techniques for communicating ideas. Topics include drawing, perspective drawing, rendering and mixed media. Upon completion, students should be able to present a design concept through graphic media. (2015FA)

DES 135 Prin & Elem of Design I 2 4 0 4
Prerequisites: None
Corequisites: Take DES 110 and DES 125

This course introduces the basic concepts and terminology of design as they relate to the design profession. Topics include line, pattern, space, mass, shape, texture, color, unity, variety, rhythm, emphasis, balance, proportion, scale, and function. Upon completion, students should be able to demonstrate an understanding of the principles covered through 2D and 3D exploration. (2015FA)

Class Lab Clinical Credit

DES 136 Prin & Elem of Design II 2 4 0 4
Prerequisites: Take DES 135
Corequisites: None

This course provides advanced study of design principles and elements. Emphasis is placed on color theory, pattern, and texture as used in design as well as an investigation of the psychology of color. Upon completion, students should be able to originate a color program for 2D and 3D exploration. (2015FA)

DES 210 Professional Practices/Interior Design 2 0 0 2
Prerequisites: Take one: DRE 098 or ENG 095 or ENG 111 or RED 090
Corequisites: None

This course introduces contemporary business practices for interior design. Topics include employment skills, business formations, professional associations, preparation of professional contracts and correspondence, and means of compensation. Upon completion, students should be able to demonstrate an understanding of basic business practices as they relate to the interior design profession. (2015FA)

DES 220 Interior Design Fundamentals 1 6 0 3
Prerequisites: Take one set:
 Set 1: DES 135 and ARC 111
 Set 2: DES 110
 Set 3: DFT 115
 AND
 Take one set:
 Set 1: DES 125, DES 135, DES 225, and ENG 095
 Set 2: DES 125, DES 135, DES 225, and RED 090
 Set 3: DES 125, DES 135, DES 225, and ENG 111
 Set 4: DES 125, DES 135, DES 225, and DRE 098

Corequisites: None

This course provides an introduction to the application of interior design principles. Emphasis is placed on spatial relationships, material selections, craftsmanship, and visual presentation techniques. Upon completion, students should be able to apply interior design principles and illustrate design solutions through visual communication. (2015FA)

DES 225 Textiles for Interiors 2 2 0 3
Prerequisites: None
Corequisites: None

This course includes the study of textiles and their applications for a variety of interiors. Emphasis is placed on history, manufacturing processes, fiber characteristics, and residential and non-residential applications. Upon completion, students should be able to specify appropriate textiles. (2015FA)

Class Lab Clinical Credit

DES 230 Residential Design I 1 6 0 3
Prerequisites: Take DES 125 and DES 136 and DES 220
Corequisites: None

This course includes principles of interior design for various residential design solutions. Emphasis is placed on visual presentation and selection of appropriate styles to meet specifications. Upon completion, students should be able to present scaled floor plans, elevations, specifications, color schemes finishes and furniture selection. (2015FA)

DES 235 Products 2 2 0 3
Prerequisites: None
Corequisites: None

This course provides an overview of interior products. Topics include floor coverings; wall coverings and finishes; ceilings, moldings, and furniture construction techniques; and other interior components. Upon completion, students should be able to identify and select appropriate materials and furnishings for interior spaces based on application. (2015FA)

DES 238 Sustainable Interiors 2 2 0 3
Prerequisites: None
Corequisites: None

This course introduces basic concepts of sustainability and green design as they relate to interior environments. Topics include sustainable design principles, LEED® and other sustainable rating and certification programs, low impact materials, indoor air quality, and energy and water conservation. Upon completion, students should be able to demonstrate a general understanding of the basic principles of sustainable interiors through hands-on application. (2015FA)

DES 240 Commercial/Contract I Design I 1 6 0 3
Prerequisites: Take DES 220
Corequisites: None

This course is designed to focus on commercial/contract design including retail, office, institutional, healthcare and hospitality design. Emphasis is placed on ADA requirements, building codes and standards, space planning, and selection of appropriate materials for non-residential interiors. Upon completion, students should be able to analyze design and present non-residential projects. (2015FA)

DES 241 Commercial/Contract Design II 1 6 0 3
Prerequisites: Take DES 240
Corequisites: None

This course provides an in-depth study of non-residential design exploring more comprehensive design solutions such as health care facilities, furniture gallery design, and large office complexes. Emphasis is placed on design of commercial

Class Lab Clinical Credit

interiors and suitability of materials to meet ADA requirements, codes, and standards. Upon completion, students should be able to design non-residential spaces meeting ADA requirements and select furniture, materials, fabrics, and accessories meeting codes and flammability standards. (2007SP)

DES 242 Kitchen/Bath Design 2 2 0 3
Prerequisites: Take one: ARC 111 or DES 110 or DFT 115
Corequisites: None

This course covers the fundamentals of kitchen and bath design. Emphasis is placed on the principles and elements of kitchen and bath design, analysis of client needs, specifying products, and drafting design solutions. Upon completion, students should be able to produce basic kitchen and bath design utilizing standards established by the National Kitchen and Bath Association (NKBA). (2013FA)

DES 243 Advanced Kitchen/Bath Design 2 2 0 3
Prerequisites: Take DES 242
Corequisites: None

This course covers advanced kitchen and bath design. Emphasis will be placed on universal design solutions, producing professional working documents, and mastery of developing and presenting a design concept and theme. Upon completion, students should be able to execute complex kitchen and bath designs. (2013FA)

DES 255 History/Int & Furn I 3 0 0 3
Prerequisites: None
Corequisites: None

This course introduces architecture, interiors, and furnishings in a variety of historic styles from Prehistoric to Neoclassical. Emphasis is placed on vocabulary, chronology, and style recognition. Upon completion, students should be able to recognize, classify and describe major styles of furniture, interiors, and architecture. (2015FA)

DES 256 History/Int and Furn II 3 0 0 3
Prerequisites: Take one: DRE 098 or ENG 095 or ENG 111 or RED 090
Corequisites: None

This course covers interiors, exteriors, and furnishings from ancient Egypt through French Neo-Classicism. Emphasis is placed on vocabulary, chronology, and style recognition. Upon completion, students should be able to classify and date interior and exterior architecture and furnishings and be conversant with pertinent vocabulary. (1997SU)

Class Lab Clinical Credit

DES 260 Materials Calc/Int Design 3 0 0 3
Prerequisites: Take DES 225 and DES 235
Corequisites: None

This course includes the study of calculations for square footage, square yardage, and cut-length yardage. Emphasis is placed on the development of workable formulas, worksheets, and order forms that can be used in an interior design business. Upon completion, students should be able to produce electronic worksheets and order forms for calculating window treatments, wall coverings, and floor coverings for a given space. (1997SU)

DES 265 Lighting/Interior Design 1 2 0 2
Prerequisites: Take DES 110
Corequisites: None

This course introduces theory and contemporary concepts in lighting. Topics include light levels, light quality, lamps and fixtures, and their use and application in interior design. Upon completion, students should be able to visually communicate light concepts and requirements based on national standards and select solutions for specific lighting scenarios. (2015FA)

DES 285 Capstone/Interior Design 2 6 0 4
Prerequisites: Take DES 210 and DES 230 and DES 240
Corequisites: None

This course provides additional studio time to investigate areas of special interest, upgrade weaknesses, and/or capitalize on strengths. Topics include a broad range of options, both residential and non-residential, combining individual research and instructional guidance. Upon completion, students should be able to complete the graphics, client folder, and all schedules for a professional project. (2016SU)

DFT 100 Marine Drafting 1 2 0 2
Prerequisites: None
Corequisites: Take BTB 101

This course introduces the student to the art of lofting. Topics include utilization of architectural ruler, battens, bevel sticks, trammel points and other lofting tools in order to draw a full size boat from a lines drawing. Upon completion, students should be able to loft a boat full size, determine stem and station bevels, draw deck crown, and expand transoms. (2013FA)

DFT 111 Technical Drafting I 1 3 0 2
Prerequisites: Take DMA 010 and DMA 020 and DMA 030
Corequisites: Take DFT 111A and DFT 151

This course introduces basic drafting skills, equipment, and applications. Topics include sketching, measurements, lettering, dimensioning, geometric construction, orthographic projections and pictorials drawings, sections, and auxiliary views. Upon completion, students should be able to understand and apply basic drawing principles and practices. (1999FA)

Class Lab Clinical Credit

DFT 111A Technical Drafting I Lab 0 3 0 1
Prerequisites: None
Corequisites: Take DFT 111

This course provides a laboratory setting to enhance basic drafting skills. Emphasis is placed on practical experiences that enhance the topics presented in DFT 111. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in DFT 111. (1999FA)

DFT 112 Technical Drafting II 1 3 0 2
Prerequisites: Take DFT 111 and DFT 151
Corequisites: Take DFT 112A

This course provides for advanced drafting practices and procedures. Topics include detailed working drawings, hardware, fits and tolerances, assembly and sub-assembly, geometric dimensioning and tolerancing, intersections, and developments. Upon completion, students should be able to produce detailed working drawings. (1999FA)

DFT 112A Technical Drafting II Lab 0 3 0 1
Prerequisites: Take DFT 111 and DFT 151
Corequisites: Take DFT 112

This course provides a laboratory setting to enhance advance drafting skills. Emphasis is placed on practical experiences that enhance the topics presented in DFT 112. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in DFT 112. (1999FA)

DFT 119 Basic CAD 1 2 0 2
Prerequisites: Take MAC 111 and MAC 132
Corequisites: None

This course introduces computer-aided drafting software for specific technologies to non-drafting majors. Emphasis is placed on understanding the software command structure and drafting standards for specific technical fields. Upon completion, students should be able to create and plot basic drawings. (1997SU)

DFT 151 CAD I 2 3 0 3
Prerequisites: Take DMA 010 and DMA 020 and DMA 030
Corequisites: None

This course introduces CAD software as a drawing tool. Topics include drawing, editing, file management, and plotting. Upon completion, students should be able to produce and plot a CAD drawing. (1997SU)

DFT 154 Intro Solid Modeling 2 3 0 3
Prerequisites: Take DFT 151
Corequisites: None

This course introduces extended CAD applications. Emphasis is placed upon intermediate applications of CAD skills. Upon completion, students should be able to use extended CAD applications to generate and manage drawings. (2005SP)

Class Lab Clinical Credit

DFT 211 Gears, Cams, & Pulleys 1 3 0 2
Prerequisites: Take one set:
Set 1: DFT 111 and MAT 121
Set 2: DFT 111 and MAT 171
Corequisites: None

This course introduces the principles of motion transfer. Topics include gears, cams, pulleys, and drive components. Upon completion, students should be able to solve problems and produce drawings dealing with ratios. (2014FA)

DFT 231 Jig and Fixture Design 1 2 0 2
Prerequisites: Take DFT 254
Corequisites: None

This course introduces the study of jigs and fixtures. Topics include different types, components, and uses of jigs and fixtures. Upon completion, students should be able to analyze, design, and complete a set of working drawings for a jig or fixture. (2014FA)

DFT 254 Interm Solid Model/Render 2 3 0 3
Prerequisites: Take DFT 154
Corequisites: None

This course presents a continuation of basic three-dimensional solid modeling and design software. Topics include advanced study of parametric design, creation, editing, rendering and analysis of solid model assemblies, and multiview drawing generation. Upon completion, students should be able to use parametric design techniques to create and analyze the engineering design properties of a model assembly. (2003SP)

DMA 010 Operations With Integers .75 .50 0 1
Prerequisites: None
Corequisites: None

This course provides a conceptual study of integers and integer operations. Topics include integers, absolute value, exponents, square roots, perimeter and area of basic geometric figures, Pythagorean theorem, and use of the correct order of operations. Upon completion, students should be able to demonstrate an understanding of pertinent concepts and principles and apply this knowledge in the evaluation of expressions. (2003SP)

DMA 020 Fractions and Decimals .75 .50 0 1
Prerequisites: Take DMA 010
Corequisites: None

This course provides a conceptual study of the relationship between fractions and decimals and covers related problems. Topics include application of operations and solving contextual application problems, including determining the circumference and area of circles with the concept of pi. Upon completion, students should be able to demonstrate an understanding of the connections between fractions and decimals. (2012SP)

DMA 030 Propor/Ratio/Rate/Percent .75 .50 0 1
Prerequisites: Take DMA 010 and DMA 020
Corequisites: None

This course provides a conceptual study of the problems that are represented by rates, ratios, percent, and proportions. Topics include rates, ratios, percent, proportion, conversion of English and metric units, and applications of the geometry of similar triangles. Upon completion, students should be able to use their understanding to solve conceptual application problems. (2012SP)

DMA 040 Express/Lin Equat/Inequal .75 .50 0 1
Prerequisites: Take one set:
  Set 1: DMA 010, DMA 020, and DMA 030
  Set 2: MAT 060
Corequisites: None

This course provides a conceptual study of problems involving linear expressions, equations, and inequalities. Emphasis is placed on solving contextual application problems. Upon completion, students should be able to distinguish between simplifying expressions and solving equations and apply this knowledge to problems involving linear expressions, equations, and inequalities. (2012SP)

DMA 050 Graphs/Equations of Lines .75 .50 0 1
Prerequisites: Take one set:
  Set 1: DMA 010, DMA 020, DMA 030, and DMA 040
  Set 2: DMA 040 and MAT 060
Corequisites: None

This course provides a conceptual study of problems involving graphic and algebraic representations of lines. Topics include slope, equations of lines, interpretation of basic graphs, and linear modeling. Upon completion, students should be able to solve contextual application problems and represent real-world situations as linear equations in two variables. (2012SP)

DMA 060 Polynomials/Quadratic Appl .75 .50 0 1
Prerequisites: Take one set:
  Set 1: DMA 010, DMA 020, DMA 030, DMA 040, and DMA 050
  Set 2: DMA 040, DMA 050, and MAT 060
  Set 3: MAT 060 and MAT 070
Corequisites: None

This course provides a study of problems involving algebraic representations of quadratic equations. Topics include basic polynomial operations, factoring polynomials, and solving polynomial equations by means of factoring. Upon completion, students should be able to find algebraic solutions to contextual problems with quadratic applications. (2014FA)

DMA 065 Algebra for Precalculus 1.5 1 0 2
Prerequisites: Take DMA 010 and DMA 020 and DMA 030 and DMA 040 and DMA 050
Corequisites: None

This course provides a study of problems involving algebraic representations of quadratic, rational, and radical equations. Topics include simplifying polynomial, rational, and radical expressions and solving quadratic, rational, and radical equations. Upon completion, students should be able to find algebraic solutions to contextual problems with quadratic and rational applications. (2014SU)

DMA 070 Rational Express/Equation .75 .50 0 1
Prerequisites: Take one set:
  Set 1: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and DMA 060
  Set 2: DMA 040, DMA 050, DMA 060, and MAT 060
  Set 3: DMA 060, MAT 060, and MAT 070
  Set 4: DMA 010, DMA 020, DMA 030, DMA 060, and MAT 070
Corequisites: None

This course provides a study of problems involving algebraic representations of rational equations. Topics include simplifying and performing operations with rational expressions and equations, understanding the domain, and determining the reasonableness of an answer. Upon completion, students should be able to find algebraic solutions to contextual problems with rational applications. (2014FA)

DMA 080 Rational Express/Equation .75 .50 0 1
Prerequisites: Take one set:
  Set 1: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, DMA 060, and DMA 070
  Set 2: DMA 060, DMA 070, MAT 060, and MAT 070
  Set 3: DMA 040, DMA 050, DMA 060, DMA 070, and MAT 060
  Set 4: DMA 010, DMA 020, DMA 030, DMA 060, DMA 070, and MAT 070
Corequisites: None

This course provides a study of problems involving algebraic representations of the manipulation of radical expressions and the application of radical equations. Topics include simplifying and performing operations with radical expressions and rational exponents, solving radical equations, and determining the reasonableness of a solution. Upon completion, students should be able to find algebraic solutions to contextual problems with radical applications. (2014FA)

DMS 001 Developmental Math Shell I .75 .50 0 1
Prerequisites: None
Corequisites: None

This course provides an opportunity to customize developmental math content in specific developmental math areas. Content

Class Lab Clinical Credit

will be one DMA module appropriate to the required level of the student. Upon completion, students should be able to demonstrate an understanding of their specific developmental math area of content. (2013FA)

DMS 002 Developmental Math Shell 2 1.5 1 0 2
Prerequisites: None
Corequisites: None

This course provides an opportunity to customize developmental math content in specific developmental math areas. Content will be two DMA modules appropriate to the required level of the student. Upon completion, students should be able to demonstrate an understanding of their specific developmental math area of content. (2013FA)

DMS 003 Developmental Math Shell 3 2.25 1.5 0 3
Prerequisites: None
Corequisites: None

This course provides an opportunity to customize developmental math content in specific developmental math areas. Content will be three DMA modules appropriate to the required level of the student. Upon completion, students should be able to demonstrate an understanding of their specific developmental math area of content. (2013FA)

DMS 004 Developmental Math Shell 4 3 2 0 4
Prerequisites: None
Corequisites: None

This course provides an opportunity to customize developmental math content in specific developmental math areas. Content will be four DMA modules appropriate to the required level of the student. Upon completion, students should be able to demonstrate an understanding of their specific developmental math area of content. (2013FA)

DRA 111* Theatre Appreciation 3 0 0 3
Prerequisites: None
Corequisites: None

This course provides a study of the art, craft, and business of the theatre. Emphasis is placed on the audience's appreciation of the work of the playwright, director, actor, designer, producer, and critic. Upon completion, students should be able to demonstrate a vocabulary of theatre terms and to recognize the contributions of various theatre artists. (1997SU)

DRA 112* Literature of the Theatre 3 0 0 3
Prerequisites: None
Corequisites: None

This course provides a survey of dramatic works from the classical Greek through the present. Emphasis is placed on the language of drama, critical theory, and background as well as on play reading and analysis. Upon completion, students should be able to articulate, orally and in writing, their appreciation and understanding of dramatic works. (1997SU)

DRA 115* Theatre Criticism 3 0 0 3
Prerequisites: None
Corequisites: None

This course is designed to develop a critical appreciation of the theatre from the viewpoint of the audience/consumer. Emphasis is placed on viewing, discussing, and evaluating selected theatre performance, either live or on film/video. Upon completion, students should be able to express their critical judgments both orally and in writing. (1997SU)

DRA 120* Voice for Performance 3 0 0 3
Prerequisites: None
Corequisites: None

This course provides guided practice in the proper production of speech for the theatre. Emphasis is placed on improving speech, including breathing, articulation, pronunciation, and other vocal variables. Upon completion, students should be able to demonstrate effective theatrical speech. (1997SU)

DRA 122* Oral Interpretation 3 0 0 3
Prerequisites: Take one: DRE 098 or ENG 095 or ENG 111 or RED 090
Corequisites: None

This course introduces the dramatistic study of literature through performance. Emphasis is placed on analysis and performance of poetry, drama, and prose fiction. Upon completion, students should be able to embody and discuss critically the speakers inherent in literature. (1997FA)

DRA 126* Storytelling 3 0 0 3
Prerequisites: None
Corequisites: None

This course introduces the art of storytelling and the oral traditions of folk literature. Topics include the history of storytelling, its value and purpose, techniques of the storyteller, and methods of collecting verbal art. Upon completion, students should be able to present and discuss critically stories from the world's repertory of traditional lore. (1997SU)

DRA 128* Children's Theatre 3 0 0 3
Prerequisites: None
Corequisites: None

This course introduces the philosophy and practice involved in producing plays for young audiences. Topics include the selection of age-appropriate scripts and the special demands placed on directors, actors, designers, and educators in meeting the needs of young audiences. Upon completion, students should be able to present and critically discuss productions for children. (1997SU)

Class Lab Clinical Credit

DRA 130* Acting I 0 6 0 3
Prerequisites: None
Corequisites: None
This course provides an applied study of the actor's craft. Topics include role analysis, training the voice, and body concentration, discipline, and self-evaluation. Upon completion, students should be able to explore their creativity in an acting ensemble. (1997SU)

DRA 131* Acting II 0 6 0 3
Prerequisites: Take DRA 130
Corequisites: None

This course provides additional hands-on practice in the actor's craft. Emphasis is placed on further analysis, characterization, growth, and training for acting competence. Upon completion, students should be able to explore their creativity in an acting ensemble. (1997SU)

DRA 135* Acting for the Camera I 1 4 0 3
Prerequisites: None
Corequisites: None

This course provides an applied study of the camera actor's craft. Topics include commercial, dramatic, and print performance styles. Upon completion, students should be able to explore their creativity in on-camera performance. (1997SU)

DRA 136* Acting for the Camera II 1 4 0 3
Prerequisites: Take DRA 135
Corequisites: None

This course provides additional hands-on study of the camera actor's craft. Emphasis is placed on more advanced camera acting theories, auditioning techniques, daytime drama, feature film, and print advertisement performance styles. Upon completion, students should be able to explore their creativity in on-camera performance. (1997SU)

DRA 140* Stagecraft I 0 6 0 3
Prerequisites: None
Corequisites: None

This course introduces the theory and basic construction of stage scenery and properties. Topics include stage carpentry, scene painting, stage electrics, properties, and backstage organization. Upon completion, students should be able to pursue vocational and avocational roles in technical theatre. (1997SU)

DRA 141* Stagecraft II 0 6 0 3
Prerequisites: Take DRA 140
Corequisites: None

This course provides additional hands-on practice in the elements of stagecraft. Emphasis is placed on the design and implementation of the arts and crafts of technical theatre. Upon completion, students should be able to pursue vocational or avocational roles in technical theatre. (1997SU)

Class Lab Clinical Credit

DRA 142* Costuming 2 2 0 3
Prerequisites: None
Corequisites: None

This course covers the techniques of costume construction and crafts processes. Emphasis is placed on learning costuming techniques, using equipment and materials, and finishing production-appropriate costumes. Upon completion, students should be able to demonstrate an understanding of pattern drafting, construction techniques, and costume fitting procedures. (1997SU)

DRA 145* Stage Make-up 1 2 0 2
Prerequisites: None
Corequisites: None

This course covers the research, design, selection of materials, and application of stage make-up, prosthetics, wigs, and hairpieces. Emphasis is placed on the development of techniques, style, and presentation of the finished make-up. Upon completion, students should be able to create and apply make-up, prosthetics, and hairpieces. (1997SU)

DRA 170* Play Production I 0 9 0 3
Prerequisites: None
Corequisites: None

This course provides an applied laboratory study of the processes involved in the production of a play. Topics include fundamental practices, principles, and techniques associated with producing plays of various periods and styles. Upon completion, students should be able to participate in an assigned position with a college theatre production. (1997SU)

DRA 171* Play Production II 0 9 0 3
Prerequisites: Take DRA 170
Corequisites: None

This course provides an applied laboratory study of the processes involved in the production of a play. Topics include fundamental practices, principles, and techniques associated with producing plays of various periods and styles. Upon completion, students should be able to participate in an assigned position with a college theatre production. (1997SU)

DRA 175* Teleplay Production I 0 9 0 3
Prerequisites: None
Corequisites: None

This course provides an applied laboratory study of the processes involved in production of a dramatic television program. Emphasis is placed on the fundamental practices, principles, and techniques associated with producing dramatic television programming. Upon completion, students should be able to participate in an assigned position with a college dramatic television production. (1997SU)

Courses designated with an asterisk (*) are college transfer courses. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

Class Lab Clinical Credit

DRA 211* Theatre History I 3 0 0 3
Prerequisites: Take one: DRE 098 or ENG 095 or ENG 111 or RED 090
Corequisites: None

This course covers the development of theatre from its origin to the closing of the British theatre in 1642. Topics include the history, aesthetics, and representative dramatic literature of the period. Upon completion, students should be able to trace the evolution of theatre and recognize the styles and types of world drama. (1997SU)

DRA 212* Theatre History II 3 0 0 3
Prerequisites: Take one: DRE 098 or ENG 095 or ENG 111 or RED 090
Corequisites: None

This course covers the development of theatre from 1660 through the diverse influences which shaped the theatre of the twentieth century. Topics include the history, aesthetics, and representative dramatic literature of the period. Upon completion, students should be able to trace the evolution of theatre and recognize the styles and types of world drama. (1997SU)

DRA 230* Acting III 0 6 0 3
Prerequisites: Take DRA 131
Corequisites: None

This course is designed to include an exploration of acting styles. Emphasis is placed on putting the actor's skills to work in a major theatrical form-musical, comedy, or drama. Upon completion, students should be able to explore their creativity in an acting ensemble. (1997SU)

DRA 231* Acting IV 0 6 0 3
Prerequisites: Take DRA 230
Corequisites: None

This course is designed to include further exploration of acting styles. Emphasis is placed on putting the actor's skills to work in a major theatrical form-musical, comedy, or drama. Upon completion, students should be able to explore their creativity in an acting ensemble. (1997SU)

DRA 240* Lighting for the Theatre 2 2 0 3
Prerequisites: None
Corequisites: None

This course is an applied study of theatre lighting and is designed to train theatre technicians. Emphasis is placed on lighting technology including the mechanics of lighting and light control equipment by practical work with lighting equipment. Upon completion, students should be able to demonstrate competence with lighting equipment. (1997SU)

Class Lab Clinical Credit

DRA 260* Directing 0 6 0 3
Prerequisites: Take DRA 130
Corequisites: Take DRA 140

This course provides an analysis and application of the techniques of theatrical directing. Topics include script selection, analysis, casting, rehearsal planning, blocking, stage business, tempo, and technical considerations. Upon completion, students should be able to plan, execute, and critically discuss a student-directed production. (1997SU)

DRA 270* Play Production III 0 9 0 3
Prerequisites: Take DRA 171
Corequisites: None

This course provides an applied laboratory study of the processes involved in the production of a play. Topics include fundamental practices, principles, and techniques associated with producing plays of various periods and styles. Upon completion, students should be able to participate in an assigned position with a college theatre production. (1997SU)

DRA 271* Play Production IV 0 9 0 3
Prerequisites: Take DRA 270
Corequisites: None

This course provides an applied laboratory study of the processes involved in the production of a play. Topics include fundamental practices, principles, and techniques associated with producing plays of various periods and styles. Upon completion, students should be able to participate in an assigned position with a college theatre production. (1997SU)

DRE 096 Integrated Reading and Writing 2.5 1 0 3
Prerequisites: None
Corequisites: None

This course is designed to develop proficiency in specific integrated and contextualized reading and writing skills and strategies. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent, and unified texts; these topics are primarily taught at the introductory level using texts primarily in a Lexile™ range of 960 to 1115. Upon completion, students should be able to apply those skills toward understanding a variety of academic and career-related texts and composing effective paragraphs. (2013SU)

DRE 097 Integrated Reading Writing II 2.5 1 0 3
Prerequisites: Take one: DRE 096 or ENG 075
Corequisites: None

This course is designed to develop proficiency in integrated and contextualized reading and writing skills and strategies. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent, and unified texts; except where noted, these topics are taught at a reinforcement level using texts primarily in a Lexile™ range of 1070 to 1220. Upon completion, students should be able to demonstrate and apply those skills toward understanding a variety of complex academic and career texts and composing essays incorporating relevant, valid evidence. (2013SU)

DRE 098 Integrated Reading Writing III 2.5 1 0 3
Prerequisites: Take one: ENG 085 or DRE 097
Corequisites: None

This course is designed to develop proficiency in integrated and contextualized reading and writing skills and strategies. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent, and unified texts; these topics are taught using texts primarily in the Lexile™ range of 1185 to 1385. Upon completion, students should be able to apply those skills toward understanding a variety of texts at the career and college ready level and toward composing a documented essay. (2013SU)

ECO 151* Survey of Economics 3 0 0 3
Prerequisites: Take one: DRE 098 or ENG 095 or ENG 111 or RED 090
Corequisites: None

This course, for those who have not received credit for ECO 251 or 252, introduces basic concepts of micro- and macroeconomics. Topics include supply and demand, optimizing economic behavior, prices and wages, money, interest rates, banking system, unemployment, inflation, taxes, government spending, and international trade. Upon completion, students should be able to explain alternative solutions for economic problems faced by private and government sectors. (1997SU)

ECO 251* Prin of Microeconomics 3 0 0 3
Prerequisites: Take one: DRE 098 or ENG 095 or ENG 111 or RED 090
Corequisites: None

This course introduces economic analysis of individual, business, and industry in the market economy. Topics include the price mechanism, supply and demand, optimizing economic behavior, costs and revenue, market structures, factor markets, income distribution, market failure, and government intervention. Upon completion, students should be able to identify and evaluate consumer and business alternatives in order to efficiently achieve economic objectives. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14] (1997SU)

ECO 252* Prin of Macroeconomics 3 0 0 3
Prerequisites: Take one: DRE 098 or ENG 095 or ENG 111 or RED 090
Corequisites: None

This course introduces economic analysis of aggregate employment, income, and prices. Topics include major schools of economic thought; aggregate supply and demand; economic measures, fluctuations, and growth; money and banking; stabilization techniques; and international trade. Upon completion, students should be able to evaluate national economic components, conditions, and alternatives for achieving socioeconomic goals. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14] (1997SU)

EDU 114 Intro to Family Childcare 3 0 0 3
Prerequisites: Take one set:
Set 1: DMA 010, DMA 020, and DMA 030
Set 2: MAT 060
AND
Take one: ENG 085 or DRE 097
Corequisites: Take DRE 097

This course introduces the student to family child care home environments with emphasis on standards and developmentally effective approaches for supporting diverse children and families. Topics include standards for quality, curriculum for multiple age groups, authentic assessment methods, business practices, building positive family and community partnerships, and professionalism. Upon completion, students should be able to design a family child care handbook that reflects a healthy, respectful, supportive, and stimulating learning environment. (2014FA)

EDU 119 Intro to Early Child Educ 4 0 0 4
Prerequisites: None
Corequisites: None

This course introduces the foundations of early childhood education, the diverse educational settings for young children, professionalism and planning intentional developmentally appropriate experiences for each child. Topics include theoretical foundations, national early learning standards, NC Foundations for Early Learning and Development, state regulations, program types, career options, professionalism, ethical conduct, quality inclusive environments, and curriculum responsive to the needs of each child/family. Upon completion, students should be able to design a career/professional development plan, appropriate environments, schedules, and activity plans. (2015FA)

Class Lab Clinical Credit

EDU 131 Child, Family, & Commun 3 0 0 3
Prerequisites: Take EDU 119
Corequisites: Take DRE 097

This course covers the development of partnerships between culturally and linguistically diverse families, children, schools and communities. Emphasis is placed on developing skills and identifying benefits for establishing, supporting, and maintaining respectful, collaborative relationships between diverse families, programs/schools, and community agencies/resources. Upon completion, students should be able to explain appropriate relationships between families, educators, and professionals that enhance development and educational experiences of all children. (2013FA)

EDU 144 Child Development I 3 0 0 3
Prerequisites: Take EDU 119 and PSY 150
Corequisites: Take DRE 097

This course includes the theories of child development, needs, milestones, and factors that influence development, from conception through approximately 36 months. Emphasis is placed on developmental sequences in physical/motor, emotional/social, cognitive, and language domains and the impact of multiple influences on development and learning. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain environmental factors that impact development, and identify strategies for enhancing development. (2013FA)

EDU 145 Child Development II 3 0 0 3
Prerequisites: Take EDU 119 and PSY 150
Corequisites: Take DRE 097

This course includes the theories of child development, needs, milestones, and factors that influence development, from preschool through middle childhood. Emphasis is placed on developmental sequences in physical/motor, emotional/social, cognitive, and language domains and the impact of multiple influences on development and learning. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain environmental factors that impact development, and identify strategies for enhancing development. (2013FA)

EDU 146 Child Guidance 3 0 0 3
Prerequisites: Take EDU 119 and PSY 150
Corequisites: Take DRE 097

This course introduces principles and practical techniques including the design of learning environments for providing developmentally appropriate guidance for all children, including those at risk. Emphasis is placed on observation skills, cultural influences, underlying causes of behavior, appropriate expectations, development of self-control and the role of communication and guidance. Upon completion, students should be able to demonstrate direct/indirect strategies for preventing problem behaviors, teaching appropriate/acceptable behaviors, negotiation, setting limits and recognizing at risk behaviors. (2013FA)

Class Lab Clinical Credit

EDU 151 Creative Activities 3 0 0 3
Prerequisites: None
Corequisites: Take DRE 097 and EDU 151A

This course covers planning, creation and adaptation of developmentally supportive learning environments with attention to curriculum, interactions, teaching practices and learning materials. Emphasis is placed on creating and adapting integrated, meaningful, challenging and engaging developmentally supportive learning experiences in art, music, movement and dramatics for all children. Upon completion, students should be able to create, adapt, implement and evaluate developmentally supportive learning materials, experiences and environments. (2013FA)

EDU 151A Creative Activities Lab 0 2 0 1
Prerequisites: None
Corequisites: Take DRE 097 and EDU 151

This course provides a laboratory component to complement EDU 151. Emphasis is placed on practical experiences that enhance concepts introduced in the classroom. Upon completion, students should be able to demonstrate a practical understanding of the development and implementation of appropriate creative activities. (2013FA)

EDU 153 Health, Safety & Nutrit 3 0 0 3
Prerequisites: Take EDU 119
Corequisites: Take DRE 097

This course covers promoting and maintaining the health and well-being of all children. Topics include health and nutritional guidelines, common childhood illnesses, maintaining safe and healthy learning environments, recognition and reporting of abuse and neglect and state regulations. Upon completion, students should be able to demonstrate knowledge of health, safety, and nutritional needs, safe learning environments, and adhere to state regulations. (2013FA)

EDU 188 Issues in Early Child Ed 2 0 0 2
Prerequisites: Take EDU 119
Corequisites: Take DRE 097

This course covers topics and issues in early childhood education. Emphasis is placed on current advocacy issues, emerging technology, professional growth experiences, and other related topics. Upon completion, students should be able to list, discuss, and explain current topics and issues in early childhood education. (2013FA)

Class Lab Clinical Credit

EDU 216* Foundations of Education 4 0 0 4
Prerequisites: None
Corequisites: Take DRE 098

This course introduces the American educational system and the teaching profession. Topics include historical and philosophical foundations of education, contemporary educational, structural, legal, and financial issues, and experiences in public school classrooms. Upon completion, students should be able to relate classroom observations to the roles of teachers and schools and the process of teacher education. (2013FA)

EDU 221* Children with Exceptional 3 0 0 3
Prerequisites: Take one set:
  Set 1: EDU 119, EDU 144, and EDU 145
  Set 2: EDU 119, PSY 244, and PSY 245
Corequisites: Take DRE 098

This course introduces children with exceptionalities, their families, support services, inclusive/diverse settings, and educational/family plans based on the foundations of child development. Emphasis is placed on the characteristics of exceptionalities, observation and assessment of children, strategies for adapting the learning environment, and identification of community resources. Upon completion, students should be able to recognize diverse abilities, describe the referral process, and depict collaboration with families/professionals to plan/implement, and promote best practice. (2013FA)

EDU 234 Infants, Toddlers, & Twos 3 0 0 3
Prerequisites: Take EDU 119 and EDU 144
Corequisites: Take DRE 098 and EDU 234A

This course covers the unique needs and rapid changes that occur in the first three years of life and the inter-related factors that influence development. Emphasis is placed on recognizing and supporting developmental milestones through purposeful strategies, responsive care routines and identifying elements of quality, inclusive early care and education. Upon completion, students should be able to demonstrate respectful relationships that provide a foundation for healthy infant/toddler/twos development, plan/select activities/materials, and partner with diverse families. (2013FA)

EDU 234A Infants Toddlers
& Twos Lab 0 2 0 1
Prerequisites: Take EDU 119 and EDU 144
Corequisites: Take DRE 098 and EDU 234

This course focuses on practical applications that support the healthy development of very young children by applying principles of quality inclusive early care and education. Emphasis is placed on recognizing the interrelated factors that impact children's development through planning, evaluating and adapting quality environments, including activities and adult/child interactions. Upon completion, students should be able to demonstrate the ability to engage in respectful, responsive care that meets the unique needs of individual children/families. (2013FA)

Class Lab Clinical Credit

EDU 235 School-Age Dev & Program 3 0 0 3
Prerequisites: Take EDU 119
Corequisites: Take DRE 098

This course includes developmentally appropriate practices in group settings for school-age children. Emphasis is placed on principles of development, environmental planning, and positive guidance techniques. Upon completion, students should be able to discuss developmental principles for all children ages five to twelve and plan and implement developmentally-appropriate activities. (2013FA)

EDU 251 Exploration Activities 3 0 0 3
Prerequisites: Take EDU 119
Corequisites: Take DRE 098 and EDU 251A

This course covers discovery experiences in science, math, and social studies. Emphasis is placed on developing concepts for each area and encouraging young children to explore, discover, and construct concepts. Upon completion, students should be able to discuss the discovery approach to teaching, explain major concepts in each area, and plan appropriate experiences for children. (2013FA)

EDU 251A Exploration Act Lab 0 2 0 1
Prerequisites: Take EDU 119
Corequisites: Take DRE 098 and EDU 251

This course provides a laboratory component to complement EDU 251. Emphasis is placed on practical experiences that enhance concepts introduced in the classroom. Upon completion, students should be able to demonstrate a practical understanding of the development and implementation of appropriate science, math, and social studies activities for children. (2013FA)

EDU 259 Curriculum Planning 3 0 0 3
Prerequisites: Take one set:
  Set 1: EDU 119, EDU 151, and EDU151A
  Set 2: EDU 119, EDU 251, and EDU 251A
  Set 3: EDU 119, EDU 280, and EDU 280A
Corequisites: Take DRE 098

This course is designed to focus on curriculum planning for three to five year olds. Topics include philosophy, curriculum models, indoor and outdoor environments, scheduling, authentic assessment, and planning developmentally appropriate experiences. Upon completion, students should be able to evaluate children's development, critique curriculum, plan for individual and group needs, and assess and create quality environments. (2013FA)

Courses designated with an asterisk (*) are college transfer courses. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

Class Lab Clinical Credit

EDU 261 Early Childhood Admin I 3 0 0 3
Prerequisites: None
Corequisites: Take DRE 098 and EDU 119

This course introduces principles of basic programming and staffing, budgeting/financial management and marketing, and rules and regulations of diverse early childhood programs. Topics include program structure and philosophy, standards of NC child care programs, finance, funding resources, and staff and organizational management. Upon completion, students should be able to develop components of program/personnel handbooks, a program budget, and demonstrate knowledge of fundamental marketing strategies and NC standards. (2013FA)

EDU 262 Early Childhood Admin II 3 0 0 3
Prerequisites: Take EDU 261
Corequisites: Take DRE 098 and EDU 119

This course focuses on advocacy/leadership, public relations/community outreach and program quality/evaluation for diverse early childhood programs. Topics include program evaluation/accreditation, involvement in early childhood professional organizations, leadership/mentoring, family, volunteer and community involvement and early childhood advocacy. Upon completion, students should be able to define and evaluate all components of early childhood programs, develop strategies for advocacy and integrate community into programs. (2013FA)

EDU 263 School-Age Program Admin 2 0 0 2
Prerequisites: Take EDU 119
Corequisites: Take DRE 098

This course introduces the methods and procedures for development and administration of school-age programs in the public or proprietary setting. Emphasis is placed on the construction and organization of the physical environment. Upon completion, students should be able to plan, develop and administer a quality school-age program. (2013FA)

EDU 271 Educational Technology 2 2 0 3
Prerequisites: Take one set:
  Set 1: CIS 110 and EDU 119
  Set 2: CIS 111 and EDU 119
Corequisites: Take DRE 098

This course introduces the use of technology to enhance teaching and learning in all educational settings. Topics include technology concepts, instructional strategies, materials and adaptive technology for children with exceptionalities, facilitation of assessment/evaluation, and ethical issues surrounding the use of technology. Upon completion, students should be able to apply technology enhanced instructional strategies, use a variety of technology resources and demonstrate appropriate technology skills in educational environments. (2013FA)

Class Lab Clinical Credit

EDU 280 Language & Literacy Exp 3 0 0 3
Prerequisites: Take EDU 119
Corequisites: Take DRE 098 and EDU 280A

This course is designed to expand students' understanding of children's language and literacy development and provides strategies for enhancing language/literacy experiences in an enriched environment. Topics include selection of diverse literature and interactive media, the integration of literacy concepts throughout the curriculum, appropriate observations/assessments and inclusive practices. Upon completion, students should be able to select, plan, implement and evaluate developmentally appropriate and diverse language/literacy experiences. (2013FA)

EDU 280A Literacy Exp Lab 0 2 0 1
Prerequisites: Take EDU 119
Corequisites: Take DRE 098 and EDU 280

This course provides a laboratory component to complement EDU 280. Emphasis is placed on practical experiences that enhance concepts introduced in the classroom. Upon completion, students should be able to demonstrate a practical understanding of the development and implementation of appropriate early literacy experiences. (2013FA)

EDU 284 Early Child Capstone Prac 1 9 0 4
Prerequisites: Take one set:
  Set 1: EDU 119, EDU 144, EDU 145, EDU 146, EDU 151, and EDU 259
  Set 2: EDU 119, EDU 146, EDU 151, EDU 259, PSY 244, and PSY 245
  Set 3: EDU 119, EDU 144, EDU 146, EDU 151, EDU 259, and PSY 245
  Set 4: EDU 119, EDU 145, EDU 146, EDU 151, EDU 259, and PSY 244
Corequisites: Take DRE 098

This course is designed to allow students to apply skills in a three star (minimum) or NAEYC accredited or equivalent, quality early childhood environment. Emphasis is placed on designing, implementing and evaluating developmentally appropriate activities and environments for all children; supporting/involving families; and modeling reflective and professional practices. Upon completion, students should be able to demonstrate developmentally appropriate plans/assessments, appropriate guidance techniques and ethical/professional behaviors as indicated by assignments and onsite faculty visits. (2013FA)

EGR 115 Intro to Technology 2 3 0 3
Prerequisites: None
Corequisites: Take one set:
  Set 1: ENG 111, MAT 121, and NUC 110
  Set 2: ENG 111, MAT 171, and NUC 110

This course introduces the basic skills and career fields for technicians. Topics include career options, technical vocabulary, dimensional analysis, measurement systems, engineering graphics, calculator applications, professional ethics, safety practices, and other related topics. Upon completion, students should be able to demonstrate an understanding of the basic technologies, prepare drawings and sketches, and perform computations using a scientific calculator. (2005SP)

EGR 251 Statics 2 2 0 3
Prerequisites: Take PHY 131
Corequisites: None

This course covers the concepts and principles of statics. Topics include systems of forces and moments on structures in two- and three-dimensions in equilibrium. Upon completion, students should be able to analyze forces and moments on structures. (2013FA)

EGR 252 Strength of Materials 2 2 0 3
Prerequisites: Take EGR 251 and MEC 145
Corequisites: None

This course covers the principles and concepts of stress analysis. Topics include centroids, moments of inertia, shear/moment diagrams, and stress and strain. Upon completion, students should be able to perform a stress and strain analysis on structural components. (2013FA)

ELC 111 Intro to Electricity 2 2 0 3
Prerequisites: None
Corequisites: None
This course introduces the fundamental concepts of electricity and test equipment to non-electrical/electronics majors. Topics include basic DC and AC principles (voltage, resistance, current, impedance); components (resistors, inductors, and capacitors); power; and operation of test equipment. Upon completion, students should be able to construct and analyze simple DC and AC circuits using electrical test equipment. (1997SU)

ELC 112 DC/AC Electricity 3 6 0 5
Prerequisites: Take one set:
Set 1: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and RED 090
Set 2: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and ENG 095
Set 3: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and ENG 111
Set 4: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and DRE 098
Corequisites: None

This course introduces the fundamental concepts of and computations related to DC/AC electricity. Emphasis is placed on DC/AC circuits, components, operation of test equipment; and other related topics. Upon completion, students should be able to construct, verify, and analyze simple DC/AC circuits. (2013FA)

ELC 113 Residential Wiring 2 6 0 4
Prerequisites: Take one set:
Set 1: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and RED 090
Set 2: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and ENG 095
Set 3: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and ENG 111
Set 4: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and DRE 098
Corequisites: None

This course introduces the care/usage of tools and materials used in residential electrical installations and the requirements of the National Electrical Code. Topics include NEC, electrical safety, and electrical print reading; planning, layout; and installation of electrical distribution equipment; lighting; overcurrent protection; conductors; branch circuits; and conduits. Upon completion, students should be able to properly install conduits, wiring, and electrical distribution equipment associated with residential electrical installations. (2013FA)

ELC 114 Commercial Wiring 2 6 0 4
Prerequisites: Take one set:
Set 1: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and RED 090
Set 2: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and ENG 095
Set 3: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and ENG 111
Set 4: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and DRE 098
Corequisites: None

This course provides instruction in the application of electrical tools, materials, and test equipment associated with commercial electrical installations. Topics include the NEC; safety; electrical blueprints; planning, layout, and installation of equipment and conduits; and wiring devices such as panels and overcurrent devices. Upon completion, students should be able to properly install equipment and conduit associated with commercial electrical installations. (2013FA)

ELC 115 Industrial Wiring 2 6 0 4
Prerequisites: Take ELC 113
Corequisites: None

This course covers layout, planning, and installation of wiring systems in industrial facilities. Emphasis is placed on industrial wiring methods and materials. Upon completion, students should be able to install industrial systems and equipment. (2013FA)

Class Lab Clinical Credit

ELC 117 Motors and Controls 2 6 0 4
Prerequisites: Take one set:
Set 1: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and RED 090
Set 2: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and ENG 095
Set 3: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and ENG 111
Set 4: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and DRE 098
Corequisites: None

This course introduces the fundamental concepts of motors and motor controls. Topics include ladder diagrams, pilot devices, contactors, motor starters, motors, and other control devices. Upon completion, students should be able to properly select, connect, and troubleshoot motors and control circuits. (2013FA)

ELC 118 National Electrical Code 1 2 0 2
Prerequisites: Take one: ELC 111 or ELC 112 or ELC 113
Corequisites: None

This course covers the use of the current National Electrical Code. Topics include the NEC history, wiring methods, overcurrent protection, materials, and other related topics. Upon completion, students should be able to effectively use the NEC. (1997SU)

ELC 119 NEC Calculations 1 2 0 2
Prerequisites: Take ELC 118
Corequisites: None

This course covers branch circuit, feeder, and service calculations. Emphasis is placed on sections of the National Electrical Code related to calculations. Upon completion, students should be able to use appropriate code sections to size wire, conduit, and overcurrent devices for branch circuits, feeders, and service. (1997SU)

ELC 121 Electrical Estimating 1 2 0 2
Prerequisites: Take ELC 113
Corequisites: None

This course covers the principles involved in estimating electrical projects. Topics include take-offs of materials and equipment, labor, overhead, and profit. Upon completion, students should be able to estimate simple electrical projects. (1997SU)

ELC 125 Diagrams and Schematics 1 2 0 2
Prerequisites: None
Corequisites: None

This course covers the interpretation of electrical diagrams, schematics, and drawings common to electrical applications. Emphasis is placed on reading and interpreting electrical diagrams and schematics. Upon completion, students should be able to read and interpret electrical diagrams and schematics. (1997SU)

Class Lab Clinical Credit

ELC 128 Intro to PLC 2 3 0 3
Prerequisites: Take one: ELC 117 or ELC 131
Corequisites: None

This course introduces the programmable logic controller (PLC) and its associated applications. Topics include ladder logic diagrams, input/output modules, power supplies, surge protection, selection/installation of controllers, and interfacing of controllers with equipment. Upon completion, students should be able to understand basic PLC systems and create simple programs. (2103FA)

ELC 131 Circuit Analysis I 3 3 0 4
Prerequisites: Take one: DRE 098 or ENG 095 or ENG 111 or RED 090
Corequisites: Take MAT 121

This course introduces DC and AC electricity with an emphasis on circuit analysis, measurements, and operation of test equipment. Topics include DC and AC principles, circuit analysis laws and theorems, components, test equipment operation, circuit simulation, and other related topics. Upon completion, students should be able to interpret circuit schematics; design, construct, verify, and analyze DC/AC circuits; and properly use test equipment. (2013FA)

ELC 133 Circuit Analysis II 3 3 0 4
Prerequisites: Take ELC 131
Corequisites: None

This course covers additional concepts of DC/AC electricity, the use of test equipment, and measurement techniques. Topics include the application of network theorems such as delta/wye transformations, Superposition Theorem, and other advanced circuit analysis principles. Upon completion, students should be able to construct and analyze DC/AC circuits used advanced circuit analysis theorems, circuit simulators, and test equipment. (2013FA)

ELC 213 Instrumentation 3 2 0 4
Prerequisites: Take one: ELC 111 or ELC 112 or ELC 131
Corequisites: None

This course covers the fundamentals of instrumentation used in industry. Emphasis is placed on electric, electronic, and other instruments. Upon completion, students should be able to install, maintain, and calibrate instrumentation. (2007FA)

ELC 220 Photovoltaic Sys Tech 2 3 0 3
Prerequisites: Take one: ALT 120 or ELC 111
Corequisites: None

This course introduces the concepts, tools, techniques, and materials needed to understand systems that convert solar energy into electricity with photovoltaic (pv) technologies. Topics include site analysis for system integration, building codes, and advances in photovoltaic technology. Upon completion, students should be able to demonstrate an understanding of the principles of photovoltaic technology and current applications. Upon completion, students should be able to demonstrate an understanding of the principles of photovoltaic technology and current applications. (2013FA)

ELC 221 Adv PV Sys Designs 2 3 0 3
Prerequisites: Take ELC 220
Corequisites: None

This course introduces specific elements in photovoltaic (pv) systems technologies including efficiency, modules, inverters, charge controllers, batteries, and system installation. Topics include National Electrical Code (NEC), electrical specifications, photovoltaic system components, array design and power integration requirements that combine to form a unified structure. Upon completion, students should be able to demonstrate an understanding of various photovoltaic designs and proper installation of NEC compliant solar electric power systems. (2013FA)

ELC 228 PLC Applications 2 6 0 4
Prerequisites: Take ELC 128
Corequisites: None

This course covers programming and applications of programmable logic controllers. Emphasis is placed on programming techniques, networking, specialty I/O modules, and system troubleshooting. Upon completion, students should be able to specify, implement, and maintain complex PLC controlled systems. (2007FA)

ELC 230 Wind & Hydro Power Sys 2 2 0 3
Prerequisites: None
Corequisites: None

This course introduces concepts, designs, tools, techniques, and material requirements for systems that convert wind and water into usable energy. Topics include the analysis, measurement, and estimation of potential energy of wind and water systems. Upon completion, students should be able to demonstrate an understanding of the technologies associated with converting wind and water into a viable energy source. (2013FA)

ELN 114 Marine Electronics 1 2 0 2
Prerequisites: None
Corequisites: None

This course introduces a wide variety of marine electronics that are used in the marine research industry. Topics include basic theory, AC/DC power systems, components, circuits, testing, troubleshooting, and installation of AC and DC marine electronics. Upon completion, students should be able to install, maintain, and operate basic marine electronics used in the marine research industry. (2007FA)

ELN 131 Analog Electronics I 3 3 0 4
Prerequisites: Take one set:
Set 1: ELC 131 and MAT 121
Set 2: ELC 131 and MAT 171
Corequisites: None

This course introduces the characteristics and applications of semiconductor devices and circuits. Emphasis is placed on analysis, selection, biasing, and applications. Upon completion, students should be able to construct, analyze, verify, and troubleshoot analog circuits using appropriate techniques and test equipment. (2013FA)

ELN 132 Analog Electronics II 3 3 0 4
Prerequisites: Take ELN 131
Corequisites: None

This course covers additional applications of analog electronic circuits with an emphasis on analog and mixed signal integrated circuits (IC). Topics include amplification, filtering, oscillation, voltage regulation, and other analog circuits. Upon completion, students should be able to construct, analyze, verify, and troubleshoot analog electronic circuits using appropriate techniques and test equipment. (2013FA)

ELN 133 Digital Electronics 3 3 0 4
Prerequisites: Take ELC 131 and ELN 131
Corequisites: None

This course covers combinational and sequential logic circuits. Topics include number systems, Boolean algebra, logic families, medium scale integration (MSI) and large scale integration (LSI) circuits, analog to digital (AD) and digital to analog (DA) conversion, and other related topics. Upon completion, students should be able to construct, analyze, verify, and troubleshoot digital circuits using appropriate techniques and test equipment. (2013FA)

ELN 150 CAD for Electronics 1 3 0 2
Prerequisites: Take ELC 131
Corequisites: None

This course introduces computer-aided drafting (CAD) with an emphasis on applications in the electronics field. Topics include electronics industry standards (symbols, schematic diagrams, layouts); drawing electronic circuit diagrams; and specialized electronic drafting practices and components such as resistors, capacitors, and ICs. Upon completion, students should be able to prepare electronic drawings with CAD software. (2007FA)

ELN 231 Industrial Controls 2 3 0 3
Prerequisites: Take ELC 131
Corequisites: None

This course introduces the fundamental concepts of control of rotating machinery and associated peripheral devices. Topics

Class Lab Clinical Credit

include rotating machine theory, ladder logic, electromechanical and solid state relays, motor controls, pilot devices, three-phase power systems, and other related topics. Upon completion, students should be able to interpret schematics and demonstrate an understanding of electromechanical and electronic control of rotating machinery. (2007FA)

ELN 232 Intro to Microprocessors 3 3 0 4
Prerequisites: Take CSC 133 and ELN 133
Corequisites: None

This course introduces microprocessor architecture and microcomputer systems including memory and input/output interfacing. Topics include low-level language programming, bus architecture, I/O systems, memory systems, interrupts, and other related topics. Upon completion, students should be able to interpret, analyze, verify, and troubleshoot fundamental microprocessor circuits and programs using appropriate techniques and test equipment. (2007FA)

ELN 234 Communication Systems 3 3 0 4
Prerequisites: Take one set:
Set 1: ELC 133, ELN 131, ELN 132, and MAT 121
Set 2: ELC 133, ELN 131, ELN 132, and MAT 171
Corequisites: None

This course introduces the fundamentals of electronic communication systems. Topics include the frequency spectrum, electrical noise, modulation techniques, characteristics of transmitters and receivers, and digital communications. Upon completion, students should be able to interpret analog and digital communication circuit diagrams, analyze transmitter and receiver circuits, and use appropriate communication test equipment. (2007FA)

ELN 236 Fiber Optics and Lasers 3 2 0 4
Prerequisites: Take ELC 131 and ELN 234 and MAT 121
Corequisites: Take ELN 234

This course introduces the fundamentals of fiber optics and lasers. Topics include the transmission of light; characteristics of fiber optic and lasers and their systems; fiber optic production; types of lasers; and laser safety. Upon completion, students should be able to understand fiber optic communications and basic laser fundamentals. (2004SP)

ELN 237 Local Area Networks 2 3 0 3
Prerequisites: Take CET 172 and CIS 110
Corequisites: None

This course introduces the fundamentals of local area networks and their operation. Topics include the characteristics of network topologies, system hardware, system configuration, installation and operation of the LAN. Upon completion, students should be able to install and maintain a local area network. (2007FA)

Class Lab Clinical Credit

ELN 238 Advanced LANs 2 3 0 3
Prerequisites: Take ELN 237 and TNE 255
Corequisites: None

This course covers advanced concepts, tools, and techniques associated with servers, workstations, and overall local area network performance. Topics include network security and configuration, system performance and optimization, communication protocols and packet formats, troubleshooting techniques, multi-platform integration, and other related topics. Upon completion, students should be able to use advanced techniques to install, manage, and troubleshoot networks and optimize server and workstation performance. (2007FA)

ELN 246 Cert Elect Tech Prep 3 0 0 3
Prerequisites: Take ELN 234
Corequisites: None

This course covers electronic principles, theories, and concepts. Emphasis is placed on those items covered in the Certified Electronic Technician examination. Upon completion, students should be able to demonstrate competence in electronics and be prepared for the Certified Electronic Technician examination. (1997SU)

EMS 110 EMT 6 6 0 8
Prerequisites: None
Corequisites: None

This course introduces basic emergency medical care. Topics include preparatory, airway, patient assessment, medical emergencies, trauma, infants and children, and operations. Upon completion, students should be able to demonstrate the knowledge and skills necessary to achieve North Carolina State or National Registry EMT certification. (2014SP)

EMS 121 AEMT Clinical Practicum 0 0 6 2
Prerequisites: Take EMS 110
Corequisites: Take EMS 120

This course provides the hospital and field internship/clinical experiences required in preparation for the Advanced EMT certification. Emphasis is placed on performing patient assessments, treatments, and interactions appropriate at the Advanced EMT level of care. Upon completion, students should be able to demonstrate competence at the Advanced EMT skill level. (2014SP)

EMS 122 EMS Clinical Practicum I 0 0 3 1
Prerequisites: Take EMS 110
Corequisites: Take EMS 130

This course provides the introductory hospital clinical experience for the paramedic student. Emphasis is placed on mastering fundamental paramedic skills. Upon completion, students should be able to demonstrate competence with fundamental paramedic level skills. (2014SP)

Class Lab Clinical Credit

EMS 125 EMS Instructor Methodology 1 2 0 2
Prerequisites: None
Corequisites: None

This course covers the information needed to develop and instruct EMS courses. Topics include instructional methods, lesson plan development, time management skills, and theories of adult learning. Upon completion, students should be able to teach EMS courses and meet the North Carolina EMS requirements for instructor methodology. (1997SU)

EMS 130 Pharmacology 3 3 0 4
Prerequisites: Take EMS 110
Corequisites: Take EMS 122

This course introduces the fundamental principles of pharmacology and medication administration and is required for paramedic certification. Topics include medical terminology, pharmacological concepts, weights, measures, drug calculations, vascular access for fluids and medication administration and legislation. Upon completion, students should be able to accurately calculate drug dosages, properly administer medications, and demonstrate general knowledge of pharmacology. (2014SP)

EMS 131 Advanced Airway Management 1 2 0 2
Prerequisites: Take EMS 110
Corequisites: None

This course is designed to provide advanced airway management techniques and is required for paramedic certification. Topics include respiratory anatomy and physiology, airway/ventilation, adjuncts, surgical intervention, and rapid sequence intubation. Upon completion, students should be able to properly utilize all airway adjuncts and pharmacology associated with airway control and maintenance. (2014SP)

EMS 140 Rescue Scene Management 1 3 0 2
Prerequisites: None
Corequisites: None

This course introduces rescue scene management. Topics include response to hazardous material conditions, incident command, and extrication of patients from a variety of situations. Upon completion, students should be able to recognize and manage rescue operations based upon initial and follow-up scene assessment. (2014SP)

EMS 220 Cardiology II 2 3 0 2
Prerequisites: Take EMS 122 and EMS 130 and EMS 160
Corequisites: None

This course provides an in-depth study of cardiovascular emergencies and is required for paramedic certification. Topics include assessment and treatment of cardiac emergencies, application and interpretation of advanced electrocardiography utilizing the twelve-lead ECG, cardiac pharmacology, and patient care. Upon completion, students should be able to assess and treat patients utilizing American Heart Association guidelines.. (2014SP)

Class Lab Clinical Credit

EMS 221 EMS Clinical Practicum II 0 0 6 2
Prerequisites: Take EMS 122 and EMS 130
Corequisites: None

This course provides clinical experiences in the hospital and/or field. Emphasis is placed on increasing the proficiency of students' skills and abilities in patient assessments and the delivery of care. Upon completion, students should be able to demonstrate continued progress in advanced-level patient care. (2014SP)

EMS 231 EMS Clinical Pract III 0 0 9 3
Prerequisites: Take EMS 130 and EMS 221
Corequisites: None

This course provides clinical experiences in the hospital and/or field. Emphasis is placed on enhancing the students' skills and abilities in providing advanced-level care. Upon completion, students should be able to demonstrate continued progress in advanced-level patient care. (2014SP)

EMS 235 EMS Management 2 0 0 2
Prerequisites: None
Corequisites: None

This course stresses the principles of managing a modern emergency medical service system. Topics include structure and function of municipal governments, EMS grantsmanship, finance, regulatory agencies, system management, legal issues, and other topics relevant to the EMS manager. Upon completion, students should be able to understand the principles of managing emergency medical service delivery systems. (1997SU)

EMS 240 Patients w/Special Challenges 1 2 0 2
Prerequisites: Take EMS 122 and EMS 130
Corequisites: None

This course includes concepts of crisis intervention and techniques of interacting with patients with special challenges and is required for paramedic certification. Topics include appropriate intervention and interaction for neglected, abused, terminally ill, chronically ill, technology assisted, bariatric, physically challenged, mentally challenged, or assaulted patients as well as behavioral emergencies. Upon completion, students should be able to recognize and manage the care of patients with special challenges. (2014SP)

Class Lab Clinical Credit

EMS 241 EMS Clinical Practicum IV 0 0 12 4
Prerequisites: Take EMS 130 and EMS 231
Corequisites: None

This course provides clinical experiences in the hospital and/or field. Emphasis is placed on mastering the skills/competencies required of the paramedic providing advanced-level care. Upon completion, students should be able to provide advanced-level patient care as an entry-level paramedic. (2014SP)

EMS 250 Medical Emergencies 3 3 0 4
Prerequisites: Take EMS 122 and EMS 130
Corequisites: None

This course provides an in-depth study of medical conditions frequently encountered in the prehospital setting and is required for paramedic certification. Topics include appropriate interventions/treatments for disorders/diseases/injuries affecting the following systems: respiratory, neurological, abdominal/gastrointestinal, endocrine, genitourinary, musculoskeletal, and immunological as well as toxicology, infectious diseases and diseases of the eyes, ears, nose and throat. Upon completion, students should be able to recognize, assess and manage the care of frequently encountered medical conditions based upon initial patient assessment. (2014SP)

EMS 260 Trauma Emergencies 1 3 0 2
Prerequisites: Take EMS 122 and EMS 130
Corequisites: None

This course provides in-depth study of trauma including pharmacological interventions for conditions frequently encountered in the prehospital setting and is required for paramedic certification. Topics include an overview of thoracic, abdominal, genitourinary, orthopedic, neurological, and multi-system trauma, soft tissue trauma of the head, neck, and face as well as environmental emergencies. Upon completion, students should be able to recognize and manage trauma situations based upon patient assessment and should adhere to standards of care. (2014SP)

EMS 270 Life Span Emergencies 2 3 0 3
Prerequisites: Take EMS 122 and EMS 130
Corequisites: None

This course covers medical/ethical/legal issues and the spectrum of age-specific emergencies from conception through death required for paramedic certification. Topics include gynecological, obstetrical, neonatal, pediatric, and geriatric emergencies and pharmacological therapeutics. Upon completion, students should be able to recognize and treat age-specific emergencies. (2014SP)

Class Lab Clinical Credit

EMS 280 EMS Bridging Course 2 2 0 3
Prerequisites: None
Corequisites: None

This course is designed to bridge the knowledge gained in a continuing education paramedic program with the knowledge gained in an EMS curriculum program. Emphasis is placed on patient assessment, advanced electrocardiography utilizing the twelve-lead ECG, advanced pharmacology, the appropriate intervention and treatment of multi-system injuries/disorders, ethics, and NC laws and rules. Upon completion, students should be able to perform advanced patient assessment and practice skills. (2014SP)

EMS 285 EMS Capstone 1 3 0 2
Prerequisites: Take EMS 220 and EMS 250 and EMS 260
Corequisites: None

This course provides an opportunity to demonstrate problem-solving skills as a team leader in simulated patient scenarios and is required for paramedic certification. Emphasis is placed on critical thinking, integration of didactic and psychomotor skills, and effective performance in simulated emergency situations. Upon completion, students should be able to recognize and appropriately respond to a variety of EMS-related events. (1997SU)

ENG 101 Applied Communications I 3 0 0 3
Prerequisites: None
Corequisites: None

This course is designed to enhance reading and writing skills for the workplace. Emphasis is placed on technical reading, job-related vocabulary, sentence writing, punctuation, and spelling. Upon completion, students should be able to identify main ideas with supporting details and produce mechanically correct short writings appropriate to the workplace. *This course may meet the communication requirement for DIP and CER programs.* (1997SU)

ENG 102 Applied Communications II 3 0 0 3
Prerequisites: None
Corequisites: None

This course is designed to enhance writing and speaking skills for the workplace. Emphasis is placed on generating short writings such as job application documents, memoranda, and reports and developing interpersonal communication skills with employees and the public. Upon completion, students should be able to prepare effective, short, and job-related written and oral communications. *This course may meet the communication requirement for DIP and CER programs.* (1997SU)

Class Lab Clinical Credit

ENG 111* Writing and Inquiry 3 0 0 3
Prerequisites: Take one set:
Set 1: ENG 090 and RED 090
Set 2: ENG 095
Set 3: DRE 090
Corequisites: None

This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14] (2014FA)

ENG 112* Writing/Research in the Disc 3 0 0 3
Prerequisites: Take ENG 111
Corequisites: None

This course, the second in a series of two, introduces research techniques, documentation styles, and writing strategies. Emphasis is placed on analyzing information and ideas and incorporating research findings into documented writing and research projects. Upon completion, students should be able to evaluate and synthesize information from primary and secondary sources using documentation appropriate to various disciplines. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14] (2014FA)

ENG 114* Prof Research & Reporting 3 0 0 3
Prerequisites: Take ENG 111
Corequisites: None

This course, the second in a series of two, is designed to teach professional communication skills. Emphasis is placed on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well-designed business and professional written and oral presentations. (1997SU)

ENG 125* Creative Writing I 3 0 0 3
Prerequisites: Take ENG 111
Corequisites: None

This course is designed to provide students with the opportunity to practice the art of creative writing. Emphasis is placed on writing, fiction, poetry, and sketches. Upon completion, students should be able to craft and critique their own writing and critique the writing of others. (2001FA)

Class Lab Clinical Credit

ENG 126* Creative Writing II 3 0 0 3
Prerequisites: Take ENG 125
Corequisites: None

This course is designed as a workshop approach for advancing imaginative and literary skills. Emphasis is placed on the discussion of style, techniques, and challenges for first publications. Upon completion, students should be able to submit a piece of their writing for publication. (1997SU)

ENG 131* Introduction to Literature 3 0 0 3
Prerequisites: Take ENG 111
Corequisites: Take one: ENG 112 or ENG 113 or ENG 114

This course introduces the principal genres of literature. Emphasis is placed on literary terminology, devices, structure, and interpretation. Upon completion, students should be able to analyze and respond to literature. (1997SU)

ENG 231* American Literature I 3 0 0 3
Prerequisites: Take one: ENG 112 or ENG 113 or ENG 114
Corequisites: None

This course covers selected works in American literature from its beginnings to 1865. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to analyze and interpret literary works in their historical and cultural contexts. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14] (2014FA)

ENG 232* American Literature II 3 0 0 3
Prerequisites: Take one: ENG 112 or ENG 113 or ENG 114
Corequisites: None

This course covers selected works in American literature from 1865 to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to analyze and interpret literary works in their historical and cultural contexts. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14] (2014FA)

ENG 241* British Literature I 3 0 0 3
Prerequisites: Take one: ENG 112 or ENG 113 or ENG 114
Corequisites: None

This course covers selected works in British literature from its beginnings to the Romantic Period. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14] (1997SU)

Courses designated with an asterisk (*) are college transfer courses. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

Class Lab Clinical Credit

ENG 242* British Literature II 3 0 0 3
Prerequisites: Take one: ENG 112 or ENG 113 or ENG 114
Corequisites: None

This course covers selected works in British literature from the Romantic Period to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14] (1997SU)

ENG 261* World Literature I 3 0 0 3
Prerequisites: Take one: ENG 112 or ENG 113 or ENG 114
Corequisites: None

This course introduces selected works from the Pacific, Asia, Africa, Europe, and the Americas from their literary beginnings through the seventeenth century. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. (1997SU)

ENG 262* World Literature II 3 0 0 3
Prerequisites: Take one: ENG 112 or ENG 113 or ENG 114
Corequisites: None

This course introduces selected works from the Pacific, Asia, Africa, Europe, and the Americas from the eighteenth century to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. (1997SU)

ENG 272* Southern Literature 3 0 0 3
Prerequisites: Take one: ENG 112 or ENG 113 or ENG 114
Corequisites: None

This course provides an analytical study of the works of several Southern authors. Emphasis is placed on the historical and cultural contexts, themes, aesthetic features of individual works, and biographical backgrounds of the authors. Upon completion, students should be able to interpret, analyze, and discuss selected works. (1997SU)

ENG 273* African-American Literature 3 0 0 3
Prerequisites: Take one: ENG 112 or ENG 113 or ENG 114
Corequisites: None

This course provides a survey of the development of African-American literature from its beginnings to the present. Emphasis is placed on historical and cultural context, themes, literary traditions, and backgrounds of the authors. Upon completion, students should be able to interpret, analyze, and respond to selected texts. (1997SU)

Class Lab Clinical Credit

ENG 274* Literature by Women 3 0 0 3
Prerequisites: Take one: ENG 112 or ENG 113 or ENG 114
Corequisites: None

This course provides an analytical study of the works of several women authors. Emphasis is placed on the historical and cultural contexts, themes and aesthetic features of individual works, and biographical backgrounds of the authors. Upon completion, students should be able to interpret, analyze, and discuss selected works. (1997SU)

ENT 114 Entertainment Law 3 0 0 3
Prerequisites: None
Corequisites: None

This course provides an introduction to legal aspects of the entertainment industry. Topics include performance rights, songwriting and personal appearance contracts, copyright law, trademarks, and the like. Upon completion, students should be able to explain the basic elements of a contract, recognizing, explaining, and evaluating elements of law that pertain to entertainment. (2000FA)

ENV 110 Environmental Science 3 0 0 3
Prerequisites: None
Corequisites: None

This course covers fundamental scientific principles and problems facing society today. Topics include population, natural resources, air and water pollution, and waste disposal problems. Upon completion, students should be able to demonstrate insight into the role the individual plays in shaping the environment. (2013FA)

ENV 226 Environmental Law 3 0 0 3
Prerequisites: None
Corequisites: None

This course covers federal laws and acts concerning environmental quality standards and the use of resources, legal procedures for enforcing laws, and problems concerning enforcement. Emphasis is placed on environmental law basics, water quality laws, air quality laws, waste disposal laws, and biological resource protection laws. Upon completion, students should be able to demonstrate an understanding of federal/state environmental laws and their importance to the protection of environmental quality. (2013FA)

EPT 140 Emergency Management 3 0 0 3
Prerequisites: None
Corequisites: None

This course covers the four phases of emergency management: mitigation, preparedness, response, and recovery. Topics include organizing for emergency management, coordinating for community resources, public sector liability, and the roles of government agencies at all levels. Upon completion, students should be able to demonstrate an understanding of

Class Lab Clinical Credit

comprehensive emergency management and the integrated emergency management system. (2014FA)

FIP 120 Intro to Fire Protection 3 0 0 3
Prerequisites: None
Corequisites: None

This course provides an overview of the development, methods, systems and regulations that apply to the fire protection field. Topics include history, evolution, statistics, suppression, organizations, careers, curriculum, and related subjects. Upon completion, students should be able to demonstrate a broad understanding of the fire protection field. (2014FA)

FIP 124 Fire Prevention & Public Ed 3 0 0 3
Prerequisites: None
Corequisites: None

This course introduces fire prevention concepts as they relate to community and industrial operations referenced in NFPA standard 101. Topics include the development and maintenance of fire prevention programs, educational programs, and inspection programs. Upon completion, students should be able to research, develop, and present a fire safety program to a citizens or industrial group. (2014FA)

FIP 128 Detection & Investigation 3 0 0 3
Prerequisites: None
Corequisites: None

This course covers procedures for determining the origin and cause of accidental and incendiary fires referenced in NFPA standard 921. Topics include collection and preservation of evidence, detection and determination of accelerants, courtroom procedure and testimony, and documentation of the fire scene. Upon completion, students should be able to conduct a competent fire investigation and present those findings to appropriate officials or equivalent. (2014FA)

FIP 132 Building Construction 3 0 0 3
Prerequisites: None
Corequisites: None

This course covers the principles and practices reference in NFPA standard 220 related to various types of building construction, including residential and commercial, as impacted by fire conditions. Topics include types of construction and related elements, fire resistive aspects of construction materials, building codes, collapse, and other related topics. Upon completion, students should be able to understand and recognize various types of construction and their positive or negative aspects as related to fire conditions. (2014FA)

Class Lab Clinical Credit

FIP 136 Inspections & Codes 3 0 0 3
Prerequisites: None
Corequisites: None

This course covers the fundamentals of fire and building codes and procedures to conduct an inspection referenced in NFPA standard 1730. Topics include review of fire and building codes, writing inspection reports, identifying hazards, plan reviews, site sketches, and other related topics. Upon completion, students should be able to conduct a fire code compliance inspection and produce a written report. (2014FA)

FIP 152 Fire Protection Law 3 0 0 3
Prerequisites: None
Corequisites: None

This course covers fire protection law as referenced in NFPA standard 1. Topics include legal terms, contracts, liability, review of case histories, and other related topics. Upon completion, students should be able to discuss laws, codes, and ordinances as they relate to fire protection. (2014FA)

FIP 156 Computers in Fire Service 1 2 0 2
Prerequisites: None
Corequisites: None

This course covers the use of computers by fire protection organizations. Topics include operating systems, networking concepts, fire incident reporting systems, and other software applications in fire protection. Upon completion, students should be able to demonstrate knowledge of computers and their applications to fire protection. (2014FA)

FIP 162 Firefighter Safety & Wellness 3 0 0 3
Prerequisites: None
Corequisites: None

The purpose of this course is to reduce firefighter injuries and fatalities by discussing topics that impact firefighter safety. Emphasis is placed on national standards, the 16 Life Safety Initiatives, and current events to identify changes needed to create a culture of safety. Upon completion, students should be able to define and describe the need for cultural and behavioral changes within the emergency services. (2015SP)

FIP 164 OSHA Standards 3 0 0 3
Prerequisites: None
Corequisites: None

This course covers public and private sector OSHA work site requirements referenced in NFPA standard 1250. Emphasis is placed on accident prevention and reporting, personal safety, machine operations, and hazardous material handling. Upon completion, students should be able to analyze and interpret specific OSHA regulations and write workplace policies designed to achieve compliance. (2014FA)

Class Lab Clinical Credit

FIP 220 Fire Fighting Strategies 3 0 0 3
Prerequisites: None
Corequisites: None

This course provides preparation for command of initial incident operations involving emergencies within both the public and private sector referenced in NFPA standards 1561, 1710, and 1720. Topics include incident management, fire-ground tactics and strategies, incident safety, and command/control of emergency operations. Upon completion, students should be able to describe the initial incident system as it relates to operations involving various emergencies in fire and non-fire situations. (2014FA)

FIP 221 Advanced Fire Fighting Strategies 3 0 0 3
Prerequisites: Take FIP 220
Corequisites: None

This course covers command-level operations for multi-company/agency operations involving fire and non-fire emergencies. Topics include advanced use of the Incident Command System (ICS), advanced incident analysis, command-level fire operations, and control of both man-made and natural major disasters. Upon completion, students should be able to describe proper and accepted systems for the mitigation of emergencies at the level of overall scene command. (2014FA)

FIP 228 Local Govt Finance 3 0 0 3
Prerequisites: None
Corequisites: None

This course introduces local governmental financial principles and practices. Topics include budget preparation and justification, revenue policies, statutory requirements, audits, and the economic climate. Upon completion, students should be able to comprehend the importance of finance as it applies to the operations of a department. (2014FA)

FIP 240 Fire Service Supervision 3 0 0 3
Prerequisites: None
Corequisites: None

This course covers supervisory skills and practices in the fire protection field. Topics include the supervisor's job, supervision skills, the changing work environment, managing change, organizing for results, discipline and grievances, and safety. Upon completion, students should be able to demonstrate an understanding of the roles and responsibilities of effective fire service supervision, meeting elements of NFPA 1021. (2014FA)

Class Lab Clinical Credit

FIP 256 Municipal Public Relations 3 0 0 3
Prerequisites: None
Corequisites: None

This course is a general survey of municipal public relations and their effect on the governmental process referenced in NFPA standard 1035. Topics include principles of public relations, press releases, press conferences, public information officers, image surveys, and the effects of perceived service on fire protection delivery. Upon completion, students should be able to manage public relations functions of organizations which meet elements of NFPA 1021 for Fire Officer I and II. (2014FA)

FIP 276 Managing Fire Services 3 0 0 3
Prerequisites: None
Corequisites: None

This course provides an overview of fire department operative services referenced in NFPA standard 1021. Topics include finance, staffing, equipment, code enforcement, management information, specialized services, legal issues, planning, and other related topics. Upon completion, students should be able to understand concepts and apply fire department management and operations principles. (2014FA)

FRE 111* Elementary French I 3 0 0 3
Prerequisites: Take one: DRE 097 or DRE 098 or ENG 085 or ENG 095 or ENG 111 or RED 080 or RED 090
Corequisites: Take FRE 181

This course introduces the fundamental elements of the French language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written French and demonstrate cultural awareness. Students who have completed two units of foreign language in high school are advised to take the CLEP (College Level Examination for Placement) before registering for FRE 111. The CLEP is given daily at the University of North Carolina-Wilmington Testing Center and requires a fee. Students should make an appointment by calling 910-362-7444. CFCC discourages students from taking elementary levels of global languages if they have had satisfactory grades in high school language courses. (1997SU)

FRE 112* Elementary French II 3 0 0 3
Prerequisites: Take FRE 111
Corequisites: Take FRE 182

This course is a continuation of FRE 111 focusing on the fundamental elements of the French language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written French and demonstrate further cultural awareness. (1997SU)

Courses designated with an asterisk (*) are college transfer courses. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

Class Lab Clinical Credit

FRE 181* French Lab 1 0 2 0 1
Prerequisites: Take one: DRE 097 or DRE 098 or ENG 085 or ENG 095 or ENG 111 or RED 080 or RED 090
Corequisites: Take FRE 111

This course provides an opportunity to enhance acquisition of the fundamental elements of the French language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written French and demonstrate cultural awareness. Students who have completed two units of foreign language in high school are advised to take the CLEP (College Level Examination for Placement) before registering for FRE 111. The CLEP is given daily at the University of North Carolina-Wilmington Testing Center and requires a fee. Students should make an appointment by calling 910-362-7444. CFCC discourages students from taking elementary levels of global languages if they have had satisfactory grades in high school language courses. (1997SU)

FRE 182* French Lab 2 0 2 0 1
Prerequisites: Take FRE 181
Corequisites: Take FRE 112

This course provides an opportunity to enhance acquisition of the fundamental elements of the French language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written French and demonstrate cultural awareness. (1997SU)

FRE 211* Intermediate French I 3 0 0 3
Prerequisites: Take FRE 112
Corequisites: None

This course provides a review and expansion of the essential skills of the French language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. (1997SU)

FRE 212* Intermediate French II 3 0 0 3
Prerequisites: Take FRE 211
Corequisites: None

This course is a continuation of FRE 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. (1997SU)

Class Lab Clinical Credit

FVP 111 Intro to Film and Video 2 3 0 3
Prerequisites: None
Corequisites: None

This course is an overview of the film making process from conceptualization to execution and examines film genres in the context of history, theory, creativity, and commerce. Topics include the history of film and video in the US, technical terminology, relationships between various job categories, and the language of film. Upon completion, students should be able to demonstrate a film vocabulary and knowledge of working conditions in the film/video production field. (1999FA)

FVP 112 Art Dept Operations I 1 4 0 3
Prerequisites: None
Corequisites: None

This course introduces practical fabrication skills for wood and other materials required to build both props and sets from blueprints, photographs, or sketches. Emphasis is placed on the safe use of hand and power tools, and the skills required for collaborative efforts in set and prop construction. Upon completion students should be able to demonstrate a working knowledge of the equipment and skills necessary to assist in constructing sets and props. (1999FA)

FVP 113 Grip & Electrical I 1 4 0 3
Prerequisites: None
Corequisites: None

This course covers various grip/support packages used in different environments for studio and location. Topics include lighting units, hardware, stands, color media, and electrical theory with emphasis on safety. Upon completion, students should be able to execute basic grip and electrical directions given by the key grip, and/or gaffer. (1999FA)

FVP 114 Camera & Lighting I 2 3 0 3
Prerequisites: None
Corequisites: None

This course covers the basic principles of video camera and recorder operations in professional formats, crew protocol and safety, and basic lighting theory and application. Emphasis is placed on terminology, the characteristics of light, basic lighting procedures, and proper procedures of field recording with video equipment. Upon completion, students should be able to demonstrate an understanding of the basic technical terms of camera operation, video recording and lighting equipment. (1999FA)

FVP 115 Camera & Lighting II 2 3 0 3
Prerequisites: Take FVP 114
Corequisites: None

This course offers advanced principles of video camera and recorder operations and introduces students to film formats and

Courses designated with an asterisk (*) are college transfer courses. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

equipment as well as advanced lighting theory applications. Emphasis is placed on terminology, lighting for effect, and color correction. Upon completion, students should be able to demonstrate an understanding of camera terms and equipment, lighting theory and applications, and assist on studio and location shoots. (1999FA)

FVP 116 Sound Operation 2 3 0 3
Prerequisites: None
Corequisites: None

This course provides an overview of sound theory, methods, and technologies for location and studio recording, and hands-on work in location sound gathering. Emphasis is placed on terminology, protocol, cabling, trouble-shooting, mixing skills and safety aspects associated with hands-on work in sound gathering. Upon completion, students should be able to demonstrate an understanding of sound theory and terminology and assist professionals in sound gathering in both film and audio production. (1999FA)

FVP 117 Make-up & Wardrobe 2 3 0 3
Prerequisites: None
Corequisites: None

This course covers talent presentation for camera including period and genre make-up styles, materials and methods of fabrication. Emphasis is placed on understanding the wardrobe department, make-up application, prosthetics and special effects make-up with emphasis on safety, hygiene, durability and continuity. Upon completion, students should understand the functions of the wardrobe department and demonstrate competence in the use of various make-up applications. (1999FA)

FVP 120 Art Dept. Operations II 1 4 0 3
Prerequisites: Take FVP 112
Corequisites: None

This course provides a more in depth coverage of the skills necessary to assist in the set construction, paint, set dressing, props and greens departments. Emphasis is placed on the skill range required for each craft including, but not limited to, plumbing, casting, wallpapering, furniture construction, upholstery, wiring and drapery. Upon completion students should be competent to assist in all fields related to the fabrication and decoration of sets and props. (1999FA)

FVP 130 Grip and Electrical II 1 4 0 3
Prerequisites: Take FVP 113
Corequisites: None

This course provides a more in depth coverage of grip/support packages used in studio work and on location. Topics include advanced coverage of lighting, color media, and camera dollies, rigging, and electrical distribution with emphasis on safety issues. Upon completion students should be able to execute grip and electrical directions given by the key grip, gaffer, cinematographer and/or director of photography. (1999FA)

FVP 212 Production Techniques I 1 12 0 5
Prerequisites: None
Corequisites: None

This course provides experience working in a variety of crew positions with both student and professional productions and covers advanced film production concepts. Emphasis is placed on successful interaction with other advanced students and/or professionals as well as competency in advanced film production concepts. Upon completion, students should be able to demonstrate professional skills needed to pursue careers in the film and video industry. (2006SP)

FVP 213 Production Techniques II 1 12 0 5
Prerequisites: Take FVP 212
Corequisites: None

This course provides experience working in a variety of crew positions with both student and professional productions and covers advanced film production concepts. Emphasis is placed on successful interaction with other advanced students and/or professionals as well as competency in advanced film production concepts. Upon completion, students should be able to demonstrate professional skills needed to pursue careers in key positions in the film and video industry. (1999FA)

FVP 215 Production Management 2 3 0 3
Prerequisites: Take FVP 111
Corequisites: Take FVP 238 or FVP 240

This course emphasizes the activity of script breakdown in pre-production as well as the activities of the production office in both the production and post-production stages. Emphasis is placed on procedures, use of industry standard forms and software, as well as the functions and practices of the production office. Upon completion students should be able to demonstrate the people and technical skills necessary to assist above-the-line professionals in all types of film and video production. (2015FA)

FVP 220 Editing I 2 3 0 3
Prerequisites: None
Corequisites: None

This course covers film and video editing from traditional methods to digital non-linear systems and basic film lab and transfer facility procedures. Topics include terminology, technologies, aesthetics, basic picture-only editing skills; and the editor's role augmented by hands-on experience. Upon completion, students should be able to use editing equipment and basic digitizing, logging, and picture only editing skills. (2006SP)

Class Lab Clinical Credit

FVP 223 Postproduct. Sound Design 1 4 0 3
Prerequisites: Take one: FVP 116 or FVP 220
Corequisites: None

This course covers audio postproduction recording, mixing, and editing techniques, technologies, and aesthetics for the development of a compelling soundtrack for film and video media. Topics include using library effects, recording sound, effects and Foley to reinforce images and the story, preparing and mixing sound tracks for media productions. Upon completion students should be able to record, edit and mix sound design projects that strengthen narrative elements and perform critique of media sound design. (2008SU)

FVP 227 Multimedia Production 2 3 0 3
Prerequisites: Take FVP 212
Corequisites: None

This course covers technical terms used in the multimedia industry and introduces skills related to digital manipulation of audio and video materials. Emphasis is placed on technical terms used in multimedia work and integration of sound, video, graphics, and text into a single production. Upon completion, students should be able to define technical terms in multimedia work and work with a variety of computer hardware and software. (2008SU)

FVP 240 Introduction to Screenwriting 3 0 0 3
Prerequisites: Take ENG 111
Corequisites: None

This course introduces the principles and practices of the screenwriting craft. Emphasis is placed on analysis of screenwriting and script components and the preparation and development of motion picture and television treatments and scripts. Upon completion, students should be able to critically analyze the components of both motion picture and television treatments and scripts, and prepare effective, camera-ready motion picture and television scripts. (2013SU)

FVP 250 Production Specialities I 1 6 0 3
Prerequisites: Take FVP 111 and FVP 114
Corequisites: None

This course provides education and training through contextual learning in the film production areas of art department, camera, sound, grip, electric, locations, script, and continuity. Emphasis is placed on successful professional level interaction with other students and industry and professionals through pre-production and initial production of an actual film/video project. Upon completion, students should demonstrate an understanding of the film/video pre-production and initial production process, and the relationship among the departments in these areas. (2002SP)

Class Lab Clinical Credit

FVP 251 Product. Specialities II 1 6 0 3
Prerequisites: None
Corequisites: None

This course provides education and training through contextual learning in the film production area of concluding photography and post-production areas of sound and picture editing. Emphasis is placed on successful professional level interaction with other students and industry professionals through concluding production and post-production of an actual film/video project. Upon completion, student should demonstrate an understanding of film/video production from concluding photography to the post-production areas of sound and picture editing. (2002SP)

GEL 111* Geology 3 2 0 4
Prerequisites: Take one: DRE 098 or ENG 095 or ENG 111 or RED 090
Corequisites: None

This course introduces basic landforms and geological processes. Topics include rocks, minerals, volcanoes, fluvial processes, geological history, plate tectonics, glaciers, and coastal dynamics. Upon completion, students should be able to describe basic geological processes that shape the earth. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14] (2014FA)

GEL 113* Historical Geology 3 2 0 4
Prerequisites: Take one: GEL 111 or GEL 120
AND
Take one: DRE 098 or ENG 095 or ENG 111
or RED 095
Corequisites: None

This course covers the geological history of the earth and its life forms. Emphasis is placed on the study of rock strata, fossil groups, and geological time. Upon completion, students should be able to identify major fossil groups and associated rock strata and approximate ages of geological formations. (2003SU)

GEL 230* Environmental Geology 3 2 0 4
Prerequisites: Take one: GEL 111 or GEL 120 or PHS 130
AND
Take one: DRE 098 or ENG 095 or ENG 111
or RED 090
Corequisites: None

This course provides insights into geologic forces that cause environmental changes influencing man's activities. Emphasis is placed on natural hazards and disasters caused by geologic forces. Upon completion, students should be able to relate major hazards and disasters to the geologic forces responsible for their occurrence. (2003SP)

Courses designated with an asterisk (*) are college transfer courses. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

Class Lab Clinical Credit

GER 111* Elementary German I 3 0 0 3
Prerequisites: Completion of one of the following:
Take one: DRE 097 or ENG 085 or, ENG 095 or ENG 111 or RED 080 or RED 090
Corequisites: Take GER 181

This course introduces the fundamental elements of the German language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written German and demonstrate cultural awareness. Students who have completed two units of foreign language in high school are advised to take the CLEP (College Level Examination for Placement) before registering for GER 111. The CLEP is given daily at the University of North Carolina-Wilmington Testing Center and requires a fee. Students should make an appointment by calling 910-362-7444. CFCC discourages students from taking elementary levels of global languages if they have had satisfactory grades in high school language courses. (1997SU)

GER 112* Elementary German II 3 0 0 3
Prerequisites: Take GER 111
Corequisites: Take GER 182

This course is a continuation of GER 111 focusing on the fundamental elements of the German language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written German and demonstrate further cultural awareness. (1997SU)

GER 181* German Lab 1 0 2 0 1
Prerequisites: Take one: DRE 097 or ENG 085 or ENG 095 or ENG 111 or RED 080 or RED 090
Corequisites: Take GER 111

This course provides an opportunity to enhance acquisition of the fundamental elements of the German language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written German and demonstrate cultural awareness. Students who have completed two units of foreign language in high school are advised to take the CLEP (College Level Examination for Placement) before registering for GER 111. The CLEP is given daily at the University of North Carolina-Wilmington Testing Center and requires a fee. Students should make an appointment by calling 910-362-7444. CFCC discourages students from taking elementary levels of global languages if they have had satisfactory grades in high school language courses. (1997SU)

Class Lab Clinical Credit

GER 182* German Lab 2 0 2 0 1
Prerequisites: Take GER 181
Corequisites: Take GER 112

This course provides an opportunity to enhance acquisition of the fundamental elements of the German language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written German and demonstrate cultural awareness. (1997SU)

GER 211* Intermediate German I 3 0 0 3
Prerequisites: Take GER 112
Corequisites: None

This course provides a review and expansion of the essential skills of the German language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. (1997SU)

GER 212* German II 3 0 0 3
Prerequisites: Take GER 211
Corequisites: None

This course provides a continuation of GER 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. (1997SU)

HBI 110 Issues and Trends in HBI 3 0 0 3
Prerequisites: None
Corequisites: None

This course is a survey of current and emerging technology applications and data standards in the healthcare industry. Topics include the history, implementation, use, management, and impact of information technology in healthcare settings. Upon completion, students should have an understanding of the current trends and issues in healthcare informatics. (2010FA)

HBI 113 Survey of Med Insurance 3 0 0 3
Prerequisites: None
Corequisites: None

This course is a survey of the healthcare insurance system. Emphasis is placed on the foundation necessary for understanding the healthcare delivery system, terminology and practices of healthcare insurance, and provider reimbursement. Upon completion, students should have an understanding of healthcare insurance and how outcomes are addressed through healthcare informatics. (2010FA)

Class Lab Clinical Credit

HBI 250 Data Mgmt and Utilization 2 2 0 3
Prerequisites: Take one: DBA 110 or DBA 120 or DBA 210
Corequisites: None

This course covers the management and usage of data in healthcare settings according to current practices in healthcare informatics. Topics include data warehousing, data integrity, data security, data mining, and report generating in healthcare settings. Upon completion, students should be able to demonstrate an understanding of using healthcare data to support reporting and decision making in healthcare settings. (2010FA)

HBI 289 HBI Project 1 4 0 3
Prerequisites: Take HBI 250
Corequisites: None

This course provides an opportunity to complete a significant healthcare business informatics project with minimal instructor assistance. Emphasis is placed on written and oral communication skills, project definition, documentation, installation, testing, presentation, and user training. Upon completion, students should be able to complete a healthcare informatics project from the definition phase through implementation. (2010FA)

HET 110 Diesel Engines 3 9 0 6
Prerequisites: Take TRN 110
Corequisites: Take MRN 121

This course introduces theory, design, terminology, and operating adjustments for diesel engines. Emphasis is laced on safety, theory of operation, inspection, measuring, and rebuilding diesel engines according to factory specifications. Upon completion, students should be able to measure, diagnose problems, and repair diesel engines. (1999FA)

HET 114 Power Trains 3 6 0 5
Prerequisites: None
Corequisites: None

This course introduces power transmission devices. Topics include function and operation of gears, chains, clutches, planetary gears, drive lines, differentials, and transmissions. Upon completion, students should be able to identify, research specifications, repair, and adjust power train components. (1999FA)

HET 115 Electronic Engines 2 3 0 3
Prerequisites: Take TRN 120
Corequisites: None

This course introduces the principles of electronically controlled diesel engines. Emphasis is placed on testing and adjusting diesel engines in accordance with manufacturers' specifications. Upon completion, students should be able to diagnose, test, and calibrate electronically controlled diesel engines. (1999FA)

Class Lab Clinical Credit

HET 125 Preventive Maintenance 1 3 0 2
Prerequisites: None
Corequisites: None

This course introduces preventive maintenance practices used on medium and heavy duty vehicles and rolling assemblies. Topics include preventive maintenance schedules, services, DOT rules and regulations, and road ability. Upon completion, students should be able to set up and follow a preventive maintenance schedule as directed by manufacturers. (1999FA)

HET 128 Med/Heavy Duty Tune-up 1 2 0 2
Prerequisites: None
Corequisites: None

This course introduces tune-up and troubleshooting according to manufacturers' specifications. Topics include troubleshooting engine systems, tune-up procedures, and use and care of special test tools and equipment. Upon completion, students should be able to troubleshoot, diagnose, and repair engines and components using appropriate diagnostic equipment. (1999FA)

HET 134 Diesel Fuel & Power Sys 2 3 0 3
Prerequisites: None
Corequisites: None

This course introduces the principles of fuel injection and other power systems used in the heavy equipment industry including newer and cleaner technology. Emphasis is placed on test equipment, component functions, safety, and theories of older conventional and newer and cleaner Tier III and Tier IV fuel systems. Upon completion, students should be able to diagnose and service fuel systems and explain proper safety procedures on alternative fuel systems used in heavy equipment industry. (2013FA)

HET 229 Brakes and Steering 1 2 0 2
Prerequisites: None
Corequisites: None

This course introduces the theory and principles of braking and steering in medium and heavy duty vehicles. Topics include wheel and tire problems, frame members, bearings, fifth wheel, coupling systems, and braking systems. Upon completion, students should be able to diagnose, adjust, and repair steering and braking problems on medium and heavy duty vehicles. (1999FA)

HET 230 Air Brakes 1 2 0 2
Prerequisites: None
Corequisites: None

This course introduces the operation and design of air braking systems used on trucks. Topics include safety, governors, compressors, and supporting systems. Upon completion, students should be able to diagnose, disassemble, inspect, repair, and reassemble air brake systems. (1999FA)

Class Lab Clinical Credit

HIS 111* World Civilizations I 3 0 0 3
Prerequisites: Take one: DRE 098 or ENG 095 or ENG 111 or RED 090
Corequisites: None

This course introduces world history from the dawn of civilization to the early modern era. Topics include Eurasian, African, American, and Greco-Roman civilizations and Christian, Islamic and Byzantine cultures. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in pre-modern world civilizations. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14] (1997SU)

HIS 112* World Civilizations II 3 0 0 3
Prerequisites: Take one: DRE 098 or ENG 095 or ENG 111 or RED 090
Corequisites: None

This course introduces world history from the early modern era to the present. Topics include the cultures of Africa, Europe, India, China, Japan, and the Americas. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern world civilizations. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14] (1997SU)

HIS 121* Western Civilization I 3 0 0 3
Prerequisites: Take one: DRE 098 or ENG 095 or ENG 111 or RED 090
Corequisites: None

This course introduces western civilization from pre-history to the early modern era. Topics include ancient Greece, Rome, and Christian institutions of the Middle Ages and the emergence of national monarchies in western Europe. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early western civilization. (1997SU)

HIS 122* Western Civilization II 3 0 0 3
Prerequisites: Take one: DRE 098 or ENG 095 or ENG 111 or RED 090
Corequisites: None

This course introduces western civilization from the early modern era to the present. Topics include the religious wars, the Industrial Revolution, World Wars I and II, and the Cold War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern western civilization. (1997SU)

Class Lab Clinical Credit

HIS 131* American History I 3 0 0 3
Prerequisites: Take one: DRE 098 or ENG 095 or ENG 111 or RED 090
Corequisites: None

This course is a survey of American history from pre-history through the Civil War era. Topics include the migrations to the Americas, the colonial and revolutionary periods, the development of the Republic, and the Civil War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early American history. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14] (1997SU)

HIS 132* American History II 3 0 0 3
Prerequisites: Take one: DRE 098 or ENG 095 or ENG 111 or RED 090
Corequisites: None

This course is a survey of American history from pre-history through the Civil War era. Topics include the migrations to the Americas, the colonial and revolutionary periods, the development of the Republic, and the Civil War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early American history. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14] (1997SU)

HIS 221* African-American History 3 0 0 3
Prerequisites: Take one: DRE 098 or ENG 095 or ENG 111 or RED 090
Corequisites: None

This course covers African-American history from the Colonial period to the present. Topics include African origins, the slave trade, the Civil War, Reconstruction, the Jim Crow era, the civil rights movement, and contributions of African Americans. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in the history of African Americans. (1997SU)

HIS 227* Native American History 3 0 0 3
Prerequisites: Take one: DRE 098 or ENG 095 or ENG 111 or RED 090
Corequisites: None

This course surveys the history and cultures of Native Americans from pre-history to the present. Topics include Native American civilizations, relations with Europeans, and the continuing evolution of Native American cultures. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments among Native Americans. (1997SU)

Class Lab Clinical Credit

HIS 228* History of the South 3 0 0 3
Prerequisites: Take one: DRE 098 or ENG 095 or ENG 111 or RED 090
Corequisites: None

This course covers the origin and development of the South as a distinct region of the United States. Emphasis is placed on Southern identity and its basis in cultural, social, economic, and political developments during the 19th and 20th centuries. Upon completion, students should be able to identify and analyze the major cultural, social, economic, and political developments in the South. (1997SU)

HIS 229* History of the Old South 3 0 0 3
Prerequisites: Take one: DRE 098 or ENG 095 or ENG 111 or RED 090
Corequisites: None

This course is a study of the development of the South from European settlement through the Civil War. Topics include the multi-ethnic character of colonization, the plantation economy, relations between social classes, the nature of slavery, and issues leading to the Civil War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in the antebellum South. (1997SU)

HMT 110 Intro to Healthcare Mgt 3 0 0 3
Prerequisites: None
Corequisites: None

This course introduces the functions, practices, organizational structures, and professional issues in healthcare management. Emphasis is placed on planning, controlling, directing, and communicating within health and human services organizations. Upon completion, students should be able to apply the concepts of management within a healthcare service environment. (2003FA)

HOR 112 Landscape Design I 2 3 0 3
Prerequisites: None
Corequisites: None

This course covers landscape principles and practices for residential and commercial sites. Emphasis is placed on drafting, site analysis, and common elements of good design, plant material selection, and proper plant utilization (encouraged use of native plants and discouraged use of invasive species). Upon completion, students should be able to read plans and draft a landscape design according to sustainable practices. (2013FA)

HOR 114 Landscape Construction 2 2 0 3
Prerequisites: None
Corequisites: None

This course introduces the design and fabrication of landscape structures/features. Emphasis is placed on safety, tool identification and use, material selection, construction techniques, and fabrication. Upon completion, students should be able to design and construct common landscape structures/features. (1997SU)

Class Lab Clinical Credit

HOR 134 Greenhouse Operations 2 2 0 3
Prerequisites: None
Corequisites: None

This course covers the principles and procedures involved in the operation and maintenance of greenhouse facilities. Emphasis is placed on the operation of greenhouse systems, including the environmental control, record keeping, scheduling, and production practices. Upon completion, students should be able to demonstrate the ability to operate greenhouse systems and facilities to produce greenhouse crops. (1997SU)

HOR 160 Plant Materials I 2 2 0 3
Prerequisites: None
Corequisites: None
This course covers identification, culture, characteristics, and use of plants in a sustainable landscape. Emphasis is placed on nomenclature, identification, growth requirements, cultural requirements, soil preferences, and landscape applications. Upon completion, students should be able to demonstrate knowledge of the proper selection and utilization of plant materials, including natives and invasive plants. (2013FA)

HOR 161 Plant Materials II 2 2 0 3
Prerequisites: Take HOR 160
Corequisites: None

This course provides a supplementary opportunity to cover identification, culture, characteristics, and use of plants in a sustainable landscape, giving students a broader knowledge of available landscape plants for utilization in landscapes and plant production. Emphasis is placed on nomenclature, identification, growth requirements, cultural requirements, soil preferences, landscape applications and expansion of the plant palette. Upon completion, students should be able to demonstrate knowledge of the proper selection and utilization of plant materials, including natives and invasive plants. (2013FA)

HOR 164 Hort Pest Management 2 2 0 3
Prerequisites: None
Corequisites: None

This course covers the identification and management of plant pests including insects, diseases, and weeds. Topics include pest identification and beneficial organisms, pesticide application safety and use of least toxic methods of management. Upon completion, students should be able to manage common landscape pests using least toxic methods of control and be prepared to sit for North Carolina Commercial Pesticide Ground Applicators license. (2013FA)

Courses designated with an asterisk (*) are college transfer courses. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

Class Lab Clinical Credit

HOR 213 Landscape Design II 2 2 0 3
Prerequisites: Take HOR 112
Corequisites: None

This course covers residential and commercial landscape design, cost analysis, and installation. Emphasis is placed on job cost estimates, installation of the landscape design, and maintenance techniques. Upon completion, students should be able to read landscape design blueprints, develop cost estimates, and implement the design. (1997SU)

HOR 235 Greenhouse Production 2 2 0 3
Prerequisites: None
Corequisites: None

This course covers the production of greenhouse crops. Emphasis is placed on product selection and production based on market needs and facility availability, including record keeping. Upon completion, students should be able to select and make production schedules to successfully produce greenhouse crops. (1997SU)

HOR 257 Arboriculture Practices 1 3 0 2
Prerequisites: Take one: HOR 160 or LSG 111
Corequisites: None

This course covers the culture and maintenance of trees and shrubs. Topics include fertilization, pruning, approved climbing techniques, pest control, and equipment use and safety. Upon completion, students should be able to properly prune trees and shrubs and perform arboricultural practices. (2013SU)

HRM 110 Intro to Hosp & Tourism 3 0 0 3
Prerequisites: None
Corequisites: None

This course covers the growth and progress of the hospitality industry. Topics include tourism, lodging, resorts, gaming, restaurants, foodservice and clubs. Upon completion, students should be able to demonstrate an understanding of the background, context, and career opportunities that exist within the hospitality industry. (2011FA)

HRM 115 Housekeeping 3 0 0 3
Prerequisites: None
Corequisites: Take HRM 115A

This course covers the scope, responsibilities, communications, terminology, materials, and concerns specific to hotel housekeeping. Topics include management and supervision of housekeeping staff, proper cleaning and sanitation of rooms and public areas, budgeting, purchasing, security, and inventory control. Upon completion, students should be able to understand and apply the principles of organization and management of a housekeeping department. (2011FA)

Class Lab Clinical Credit

HRM 115A Housekeeping Lab 0 2 0 1
Prerequisites: None
Corequisites: Take HRM 115

This course provides a laboratory experience for enhancing student skills in the responsibilities, communications, terminology, materials, and concerns specific to hotel housekeeping. Emphasis is placed on practical experiences of management/supervision of housekeeping staff in the proper cleaning/sanitation of rooms/public areas, budgeting, purchasing, security, and inventory control. Upon completion, students should be able to demonstrate mastery of housekeeping skills. This course is a laboratory to accompany HRM 115. Emphasis is placed on the development of skills for the performance of housekeeping tasks. Upon completion, students should be able to demonstrate mastery of housekeeping skills. (2011FA)

HRM 120 Front Office Procedures 3 0 0 3
Prerequisites: None
Corequisites: Take HRM 120A

This course introduces a systematic approach to lodging front office procedures. Topics include reservations, registration, guest satisfaction, occupancy and revenue management, security, interdepartmental communications, and related guest services. Upon completion, students should be able to demonstrate a basic understanding of current front office operating systems, including efficient and courteous guest services. (2011FA)

HRM 120A Front Office Proced Lab 0 2 0 1
Prerequisites: None
Corequisites: Take HRM 120

This course provides a laboratory experience for enhancing student skills in lodging front office procedures. Emphasis is placed on practical computer applications of reservations, registration, guest satisfaction, occupancy and revenue management, security, interdepartmental communications, and related guest services. Upon completion, students should be able to demonstrate a basic proficiency in computer-based, front office applications. (2011FA)

HRM 124 Guest Service Management 2 2 0 3
Prerequisites: None
Corequisites: None

This course is designed to provide an introduction to the culture of dining room service management. Emphasis is placed on the dignity and psychology of service work, dining room organization/infrastructure, service delivery, and modeling management roles in a dining room environment. Upon completion, students should be able to demonstrate an understanding of the guest/server dynamic and apply these principles in a dining room setting. (2011FA)

Class Lab Clinical Credit

HRM 130 Bed and Breakfast Mgt. 3 0 0 3
Prerequisites: None
Corequisites: None

This course provides an overview of the management of bed and breakfast facilities. Emphasis is placed on lifestyle commitment, property needs, computer operations, business and marketing plans, customer service and facility management. Upon completion, students should be able to describe and apply the principles of management unique to the bed and breakfast industry. (2011FA)

HRM 135 Facilities Management 3 0 0 3
Prerequisites: None
Corequisites: None

This course introduces the basic elements of planning and designing hospitality facilities including environmental impacts, maintenance, and upkeep. Topics include equipment and plant preventive maintenance, engineering, interior design, space utilization, remodeling and expansion, and traffic and work flow patterns. Upon completion, students should be able to demonstrate an understanding of the planning, design, national certification, and maintenance of hospitality physical plants and equipment. (2011FA)

HRM 140 Legal Issues-Hospitality 3 0 0 3
Prerequisites: None
Corequisites: None

This course covers the rights and responsibilities that the law grants to or imposes upon the hospitality industry. Topics include federal and state regulations, historical and current practices, safety and security, risk management, loss prevention, relevant torts, and contracts. Upon completion, students should be able to demonstrate an understanding of the legal system and the concepts necessary to prevent or minimize organizational liability. (2011FA)

HRM 160 Info Systems for Hosp 2 2 0 3
Prerequisites: None
Corequisites: None

This course covers current technology and technological issues for the future as they apply to the hospitality industry. Emphasis is placed on the effect of technology on e-commerce, human resources, menu management, and hospitality management systems. Upon completion, students will be able to demonstrate competence in utilizing contemporary information application systems in a hospitality setting. (2011FA)

Class Lab Clinical Credit

HRM 210 Meetings & Event Planning 3 0 0 3
Prerequisites: None
Corequisites: None

This course introduces concepts related to the planning and operation of conventions, trade shows, professional meetings, and foodservice events. Emphasis is placed on methods of marketing, selling, organizing, and producing conventions, events, and trade shows that will increase financial and environmental value. Upon completion, students should be able to demonstrate an understanding of management principles for multi-function, multi-day conferences and events. (2011FA)

HRM 215 Restaurant Management 3 0 0 3
Prerequisites: Take one: CUL 135 or HRM 124
Corequisites: Take HRM 215A

This course provides an overview of the responsibilities and activities encountered in managing a food and beverage operation. Topics include planning, organization, accounting, marketing, trends, and human resources from an integrated managerial viewpoint. Upon completion, students should be able to demonstrate an understanding of the operation of a restaurant. (2011FA)

HRM 215 A Restaurant Manage Lab 0 2 0 1
Prerequisites: Take one: CUL 135 or HRM 124
Corequisites: Take HRM 215

This course provides a laboratory experience for enhancing student skills in the responsibilities and activities encountered in managing a food and beverage operation. Emphasis is placed on practical applications of planning, organization, accounting, marketing, trends, and human resources from an integrated managerial viewpoint. Upon completion, students should be able to demonstrate a basic proficiency in restaurant management operations which may include overseeing and execution of production and service. This course is a laboratory to accompany HRM 215. Emphasis is placed on practical applications of restaurant management principles (2011FA)

HRM 220 Cost Control-Food & Bev 3 0 0 3
Prerequisites: Take DMA 010 and DMA 020 and DMA 030
Corequisites: Take HRM 220A

This course introduces controls and accounting procedures as applied to costs in the hospitality industry. Topics include reports, cost control, planning and forecasting, control systems, financial statements, operational efficiencies, labor controls and scheduling. Upon completion, students should be able to demonstrate an understanding of food, beverage, and labor cost control systems for operational troubleshooting and problem solving. (2011FA)

Class Lab Clinical Credit

HRM 220A Cost Control-Food & Bev Lab 0 2 0 1
Prerequisites: None
Corequisites: Take HRM 220

This course provides a laboratory experience for enhancing student skills in controls and purchasing procedures as applied to costs in the hospitality industry. Emphasis is placed on practical applications of reports, cost control, planning and forecasting, control systems, financial statements, operational efficiencies, labor controls and scheduling. Upon completion, students should be able to demonstrate proficiency in computer-based control applications. (2011FA)

HRM 225 Beverage Management 3 0 0 3
Prerequisites: None
Corequisites: None

This course introduces the management of beverages served in hospitality operations. Topics include history and trends; service, procurement and storage; knowledge and control of wines and fermented/distilled beverages; and non-alcoholic beverages, coffees, and teas. Upon completion, students should be able to demonstrate an understanding of responsible alcohol service and the knowledge of beverages consumed in a hospitality operation. (2011FA)

HRM 228 Mixology 1 4 0 3
Prerequisites: None
Corequisites: None

This course provides instruction and demonstration for the practice of bartending. Emphasis is placed on set-up, including equipment/supplies/glassware; and production/service of alcoholic beverages including, but not limited to, beer, wine, cocktails, mixed/blended drinks, and specialty products. Upon completion, students should be able to demonstrate the basics of mixing alcoholic beverages in a commercial bar, tavern or nightclub setting. (2011FA)

HRM 230 Club & Resort Management 3 0 0 3
Prerequisites: None
Corequisites: None

This course introduces specific principles of managing a hospitality operation in a resort or club setting. Topics include operational efficiencies, resort and club marketing, recreational and sport activity management, and retail management. Upon completion, students should be able to demonstrate an understanding of the specialized skills involved in resort and club management. (2011FA)

Class Lab Clinical Credit

HRM 240 Marketing for Hospitality 3 0 0 3
Prerequisites: None
Corequisites: None
This course covers planning, organizing, directing, and analyzing the results of marketing programs for the hospitality industry. Emphasis is placed on target marketing, marketing mix, analysis, product and image development, use of current media, sales planning, advertising, public relations, and collateral materials. Upon completion, students should be able to apply the marketing process as it relates to the hospitality industry. (2011FA)

HRM 245 Human Resource Mgmt-Hosp 3 0 0 3
Prerequisites: None
Corequisites: None

This course introduces a systematic approach to human resource management in the hospitality industry. Topics include training/development, staffing, selection, hiring, recruitment, evaluation, benefit administration, employee relations, labor regulations/laws, discipline, motivation, productivity, shift management, contract employees and organizational culture. Upon completion, students should be able to apply human resource management skills for the hospitality industry. (2011FA)

HRM 260 Procurement for Hosp 3 0 0 3
Prerequisites: None
Corequisites: None

This course provides information for management decisions regarding needs analysis and fulfillment for hospitality operations. Emphasis is placed on supply chain sourcing, environmental impacts, procurement technologies, and packaging of products such as food, beverages, supplies, furniture, and equipment. Upon completion, students should be able to demonstrate competence in planning and executing the procurement function. (2011FA)

HRM 275 Leadership-Hospitality 3 0 0 3
Prerequisites: None
Corequisites: None

This course introduces leadership traits, styles, and the roles and responsibilities of successful hospitality leaders while developing the student's personal leadership skills. Topics include formal and informal hospitality leadership; defining effective and ineffective leadership behavior; and leadership organizational change and planning within the hospitality industry. Upon completion, students will be able to apply appropriate leadership actions in real-world situations ranging from local to global hospitality environments. (2011FA)

Class Lab Clinical Credit

HRM 280 Mgmt Problems-Hospitality 3 0 0 3
Prerequisites: Take HRM 110
Corequisites: None

This course is designed to introduce students to timely issues within the hospitality industry and is intended to move students into a managerial mindset. Emphasis is placed on problem-solving skills using currently available resources. Upon completion, students should be able to demonstrate knowledge of how hospitality management principles may be applied to real challenges facing industry managers. (2011FA)

HRM 285 Service Projects-Hosp 2 6 0 5
Prerequisites: None
Corequisites: None

This course introduces the application of hospitality management through engaging in community service. Emphasis is placed on problem solving skills, critical thinking, and applying academic concepts while using limited resources. Upon completion, students should be able to plan and execute hospitality-related projects that meet community needs. (2011FA)

HUM 110* Technology and Society 3 0 0 3
Prerequisites: Take one: DRE 098 or ENG 095 or ENG 111 or RED 090
Corequisites: None

This course considers technological change from historical, artistic, and philosophical perspectives and its effect on human needs and concerns. Emphasis is placed on the causes and consequences of technological change. Upon completion, students should be able to critically evaluate the implications of technology. (1997SU)

HUM 115* Critical Thinking 3 0 0 3
Prerequisites: Take one: DRE 098 or ENG 095 or ENG 111 or RED 090
Corequisites: None

This course introduces the use of critical thinking skills in the context of human conflict. Emphasis is placed on evaluating information, problem solving, approaching cross-cultural perspectives, and resolving controversies and dilemmas. Upon completion, students should be able to demonstrate orally and in writing the use of critical thinking skills in the analysis of appropriate texts. (2014FA)

HUM 120* Cultural Studies 3 0 0 3
Prerequisites: None
Corequisites: None

This course introduces the distinctive features of a particular culture. Topics include art, history, music, literature, politics, philosophy, and religion. Upon completion, students should be able to appreciate the unique character of the study culture. (1997SU)

Class Lab Clinical Credit

HUM 121* The Nature of America 3 0 0 3
Prerequisites: None
Corequisites: None

This course provides an interdisciplinary survey of the American cultural, social, and political experience. Emphasis is placed on the multicultural character of American society, distinctive qualities of various regions, and the American political system. Upon completion, students should be able to analyze significant cultural, social, and political aspects of American life. (1997SU)

HUM 122* Southern Culture 3 0 0 3
Prerequisites: None
Corequisites: None

This course explores the major qualities that make the South a distinct region. Topics include music, politics, literature, art, religion, race relations, and the role of social class in historical and contemporary contexts. Upon completion, students should be able to identify the characteristics that distinguish Southern culture. (1997SU)

HUM 130* Myth in Human Culture 3 0 0 3
Prerequisites: Take one: DRE 098 or ENG 095 or ENG 111 or RED 090
Corequisites: None

This course provides an in-depth study of myths and legends. Topics include the varied sources of myths and their influence on the individual and society within diverse cultural contexts. Upon completion, students should be able to demonstrate a general familiarity with myths and a broad-based understanding of the influence of myths and legends on modern culture. (1997SU)

HUM 140* The History of Architecture 3 0 0 3
Prerequisites: None
Corequisites: None

This course covers the political and religious influences upon architecture. Topics include specific historical buildings evidencing architectural advancement, with special emphasis upon modern architecture. Upon completion, students should be able to analyze and identify significant developments in architecture. (1997SU)

HUM 150* American Women's Studies 3 0 0 3
Prerequisites: None
Corequisites: None

This course provides an inter-disciplinary study of the history, literature, and social roles of American women from Colonial times to the present. Emphasis is placed on women's roles as reflected in American language usage, education, law, the workplace, and mainstream culture. Upon completion, students should be able to identify and analyze the roles of women as reflected in various cultural forms. (1997SU)

Courses designated with an asterisk (*) are college transfer courses. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

Class Lab Clinical Credit

HUM 160* Introduction to Film 2 2 0 3
Prerequisites: Take one: DRE 098 or ENG 095 or ENG 111 or RED 090
Corequisites: None

This course introduces the fundamental elements of film artistry and production. Topics include film styles, history, and production techniques, as well as the social values reflected in film art. Upon completion, students should be able to critically analyze the elements covered in relation to selected films. (1999FA)

HUM 161* Advanced Film Studies 2 2 0 3
Prerequisites: Take HUM 160
Corequisites: None

This course provides an advanced study of film art and production, building on skills learned in HUM 160. Topics include advanced film production techniques, film genres, examination of master directors' styles, and the relation of film to culture. Upon completion, students should be able to recognize and critically analyze advanced elements of film production. (2002SP)

HUM 170* The Holocaust 3 0 0 3
Prerequisites: None
Corequisites: None

This course provides a survey of the destruction of European Jewry by the Nazis during World War II. Topics include the anti-Semitic ideology, bureaucratic structures, and varying conditions of European occupation and domination under the Third Reich. Upon completion, students should be able to demonstrate an understanding of the historical, social, religious, political, and economic factors which cumulatively resulted in the Holocaust. (1997SU)

HUM 180* Internat Cultural Explor 2 3 0 3
Prerequisites: None
Corequisites: None

This course provides a framework for students to visit, examine, and analyze a country/region outside the United States to learn about the place and people. Emphasis is placed on the distinctive cultural characteristics of a country or region. Upon completion, students should be able to identify similarities/differences, analyze causes/effects, and clearly articulate the impact of one or more cultural elements. (1997SU)

HUM 220* Human Values and Meaning 3 0 0 3
Prerequisites: Take ENG 111
Corequisites: None

This course presents some major dimensions of human experience as reflected in art, music, literature, philosophy, and history. Topics include the search for identity, the quest for knowledge, the need for love, the individual and society, and the meaning of life. Upon completion, students should be able to recognize interdisciplinary connections and distinguish between open and closed questions and between narrative and scientific models of understanding. (1997SU)

Class Lab Clinical Credit

HUM 230* Leadership Development 0 3 0 3
Prerequisites: Take ENG 111
Corequisites: None

This course explores the theories and techniques of leadership and group process. Emphasis is placed on leadership styles, theories of group dynamics, and the moral and ethical responsibilities of leadership. Upon completion, students should be able to identify and analyze a personal philosophy and style of leadership and integrate these concepts in various practical situations. (1997SU)

HYD 110 Hydraulics/Pneumatics I 2 3 0 3
Prerequisites: None
Corequisites: None

This course introduces the basic components and functions of hydraulic and pneumatic systems. Topics include standard symbols, pumps, control valves, control assemblies, actuators, FRL, maintenance procedures, and switching and control devices. Upon completion, students should be able to understand the operation of a fluid power system, including design, application, and troubleshooting. (2013FA)

HYD 112 Hydraul/Med/Heavy Duty 1 2 0 2
Prerequisites: None
Corequisites: None

This course introduces hydraulic theory and applications as applied to mobile equipment. Topics include component studies such as pumps, motors, valves, cylinders, filters, reservoirs, lines, and fittings. Upon completion, students should be able to identify, diagnose, test, and repair hydraulic systems using schematics and technical manuals. (1997SU)

INT 110 International Business 3 0 0 3
Prerequisites: None
Corequisites: None

This course provides an overview of the environment, concepts, and basic differences involved in international business. Topics include forms of foreign involvement, international trade theory, governmental influences on trade and strategies, international organizations, multinational corporations, personnel management, and international marketing. Upon completion, students should be able to describe the foundation of international business. (2015FA)

Class Lab Clinical Credit

IPP 111 Intro to Interpretation 3 0 0 3
Prerequisites: None
Corequisites: None

This course provides an orientation to the field of interpreting, interpretation models, cognitive processes associated with interpretation, professional ethical standards, employment opportunities, and working conditions. Topics include specialized jargon, code of ethics, theories, interpreter assessments/qualifications, and protocol associated with various settings. Upon completion, students should be able to explain the rationale for placement of interpreters and apply ethical standards to a variety of working situations. (2011SP)

IPP 112 Comparative Cultures 3 0 0 3
Prerequisites: None
Corequisites: None

This course introduces various cultural attributes and how they impact the consumers and the interpreting process. Topics include value systems of deaf and non-deaf individuals, enculturation stages, sociolinguistic continuum of language use within the deaf community, and cross-cultural management. Upon completion, students should be able to compare deaf and non-deaf cultures and discuss how attitudes impact communication interactions and interpreting. (2011SP)

IPP 130 Analytical Skills for Int 1 4 0 3
Prerequisites: None
Corequisites: None

This course is designed to improve cognitive processes associated with interpreting, listening, short-term memory, semantic equivalence, visual/auditory processing, thought organization, and logic. Emphasis is placed on developing skills necessary to generate equivalent messages between ASL and English. Upon completion, students should be able to consecutively interpret non-technical, interactive messages between ASL and English. (1997SU)

IPP 152 ASL/English Translation 3 0 0 3
Prerequisites: Take ASL 112
Corequisites: None

This course provides a study of the component parts of a cultural scheme and the manner in which ASL and English differ. Emphasis is placed on analyzing, discussing, and translating basic ASL and English texts. Upon completion, students should be able to discuss and apply techniques of cross-cultural communication and translation between deaf and non-deaf communities. (1997SU)

Class Lab Clinical Credit

IPP 161 Consecutive Interpreting 2 6 0 5
Prerequisites: Take IPP 152
Corequisites: None

This course introduces the process of ASL/English consecutive interpreting in a variety of interview, meeting, and small conference settings. Emphasis is placed on generating equivalent messages between ASL and English. Upon completion, students should be able to discuss and apply the principles of the protocol of consecutive interpreting. (1997SU)

IPP 221 Simultaneous Interpret I 2 6 0 5
Prerequisites: Take IPP 161
Corequisites: None

This course introduces simultaneous ASL/English interpreting through a variety of expository texts originating in group, meeting, and conference settings. Emphasis is placed on analyzing expository texts, identifying registers, and applying principles of the protocol of interpreting. Upon completion, students should be able to apply the appropriate linguistic and/or cultural adjustments required to generate equivalent messages. (1997SU)

IPP 224 ASL to English Interpret 1 3 0 2
Prerequisites: Take IPP 152
Corequisites: None

This course is designed to improve skills in ASL to English interpretation. Emphasis is placed on receptive skills, equivalent messages, grammatically correct English, and appropriate content, mood, and register. Upon completion, students should be able to generate appropriate English equivalents and apply appropriate linguistic and/or cultural adjustments. (1997SU)

IPP 240 Ethical Stnds & Practices 3 0 0 3
Prerequisites: None
Corequisites: Take IPP 221

This course develops intellectual and ethical decision-making abilities and considers common ethical dilemmas that arise within the interpreting process. Topics include a model of ethical/intellectual development and the application of the model to interpreting practices. Upon completion, students should be able to discuss ethical resolution to various case studies and apply recognized principles of professional behavior to the interpreting process. (1997SU)

ISC 112 Industrial Safety 2 0 0 2
Prerequisites: None
Corequisites: None

This course introduces the principles of industrial safety. Emphasis is placed on industrial safety and OSHA regulations. Upon completion, students should be able to demonstrate knowledge of a safe working environment and OSHA compliance. (2013FA)

Courses designated with an asterisk (*) are college transfer courses. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

	Class	Lab	Clinical	Credit
ISC 121 Envir Health & Safety	3	0	0	3

Prerequisites: None
Corequisites: None

This course covers workplace environmental, health, and safety concepts. Emphasis is placed on managing the implementation and enforcement of environmental health and safety regulations and on preventing accidents, injuries, and illnesses. Upon completion, students should be able to demonstrate an understanding of basic concepts of environmental health and safety. (20005SP)

	Class	Lab	Clinical	Credit
ISC 130 Intro to Quality Control	3	0	0	3

Prerequisites: Take one: MAT 121 or MAT 171
Corequisites: None

This course introduces the philosophies, principles, and techniques of managing quality. Topics include the functions, responsibilities, structures, costs, reports, personnel, and vendor-customer relationships associated with quality control and management. Upon completion, students should be able to demonstrate an understanding of quality control and management. (1997SU)

	Class	Lab	Clinical	Credit
ISC 278 cGMP Quality Systems	2	0	0	2

Prerequisites: None
Corequisites: None

This course focuses on the development, implementation, and ongoing maintenance of a quality system in a cGMP environment. Topics include the cGMP standard, components of cGMP quality systems, quality function roles and training, development of documentation such as SOPs, and system review procedures. Upon completion, students should be able to identify the components of a quality system and develop a quality system manual utilizing the cGMP standard. (2005SU)

	Class	Lab	Clinical	Credit
LEX 110 Intro to Paralegal Study	2	0	0	2

Prerequisites: None
Corequisites: None

This course introduces the paralegal profession and the legal system, and an emphasis is placed on the role of professional and legal ethics. Topics include regulations, ethics, case analysis, legal reasoning, career opportunities, professional organizations, terminology and other related topics. Upon completion, students should be able to explain the role of a paralegal and identify the skills, knowledge, and ethics required of paralegals. (2006FA)

	Class	Lab	Clinical	Credit
LEX 120 Legal Research/Writing I	2	2	0	3

Prerequisites: None
Corequisites: None

This course introduces the techniques of legal research and writing. Emphasis is placed on locating, analyzing, applying, and updating sources of law; effective legal writing, including proper citation; and the use of electronic research methods. Upon completion, students should be able to perform legal research and writing assignments using techniques covered in the course. (1997SU)

	Class	Lab	Clinical	Credit
LEX 121 Legal Research/Writing II	2	2	0	3

Prerequisites: Take LEX 120
Corequisites: None

This course covers advanced topics in legal research and writing. Topics include more complex legal issues and assignments involving preparation of legal memos, briefs, and other documents and the advanced use of electronic research methods. Upon completion, students should be able to perform legal research and writing assignments using techniques covered in the course. (1997SU)

	Class	Lab	Clinical	Credit
LEX 130 Civil Injuries	3	0	0	3

Prerequisites: None
Corequisites: None

This course covers traditional tort concepts and the evolving body of individual rights created by statute. Topics include intentional and non-intentional torts with emphasis on negligence, strict liability, civil rights, workplace and environmental liability, remedies, and damages. Upon completion, students should be able to recognize, explain, and evaluate elements of civil injuries and related defenses. (2000FA)

	Class	Lab	Clinical	Credit
LEX 140 Civil Litigation I	3	0	0	3

Prerequisites: None
Corequisites: None

This course introduces the structure of the legal system and the rules governing civil litigation. Topics include jurisdiction state and federal rules of civil procedure and evidence. Upon completion, students should be able to assist an attorney in pre-litigation matters and preparation of pleadings and motions. (2000FA)

	Class	Lab	Clinical	Credit
LEX 150 Commercial Law I	2	2	0	3

Prerequisites: None
Corequisites: None

This course covers legally enforceable agreements, forms of organization, and selected portions of the Uniform Commercial Code. Topics include drafting and enforcement of contracts, leases, and related documents and selection and implementation of business organization forms, sales, and commercial papers. Upon completion, students should be able to apply the elements of a contract, prepare various business documents, and understand the role of commercial paper. (2000FA)

Class Lab Clinical Credit

LEX 151 Commercial Law II 3 0 0 3
Prerequisites: Take LEX 150
Corequisites: None

This course is a continuation of LEX 150 and covers advanced topics in Business and Commercial Law. Topics include agency and employment, insurance, computer law, intellectual property, personal property and bailment, corporate organizations and bankruptcy. Upon completion, students will understand and be able to apply legal principles governing these topics and be able to draft a variety of financial instruments. (2000FA)

LEX 160 Criminal Law & Procedure 2 2 0 3
Prerequisites: None
Corequisites: None

This course introduces substantive criminal law and procedural rights of the accused. Topics include elements of state/federal crimes, defenses, constitutional issues, pre-trial and trial process, and other related topics. Upon completion, students should be able to explain elements of specific crimes and assist an attorney in preparing a criminal case. (1997SU)

LEX 170 Administrative Law 2 0 0 2
Prerequisites: None
Corequisites: None

This course covers the scope, authority, and regulatory operations of various federal, state, and local administrative agencies. Topics include social security, worker's compensation, unemployment, zoning, and other related topics. Upon completion, students should be able to research sources of administrative law, investigate, and assist in representation of clients before administrative agencies. (1997SU)

LEX 210 Real Property I 3 0 0 3
Prerequisites: None
Corequisites: None

This course introduces the study of real property law. Topics include the distinction between real and personal property, various estates, mechanics of conveyance and encumbrance, recordation, special proceedings, and other related topics. Upon completion, students should be able to identify estates, forms of deeds, requirements for recording, and procedures to enforce rights to real property. (1997SU)

LEX 211 Real Property II 1 4 0 3
Prerequisites: Take LEX 210
Corequisites: None

This course continues the study of real property law relating to title examination and preparation of closing documents. Topics include use of courthouse and other public records in title examination and preparation of documents required in real estate transactions and closings. Upon completion, students should be able to plot/draft a description, perform complete title examination, draft closing documents including title insurance forms, and prepare disbursement reconciliation. (1997SU)

Class Lab Clinical Credit

LEX 214 Investigat & Trial Prep 1 4 0 3
Prerequisites: None
Corequisites: None

This course introduces the fundamentals of investigation. Topics include compiling/assembling data for cases; investigative planning/information gathering techniques; locating/interviewing witnesses; collection/preserving/evaluating sufficiency/admissibility of evidence; preparation of reports; and evidence presentation at depositions/court proceeding. Upon completion, students should be able to plan/use investigative checklists, understand/demonstrate investigative techniques, prepare reports, and enhance verbal and interpersonal communications skills and interviewing techniques. (2000FA)

LEX 240 Family Law 3 0 0 3
Prerequisites: None
Corequisites: None

This course covers laws governing domestic relations. Topics include marriage, separation, divorce, child custody, support, property division, adoption, domestic violence, and other related topics. Upon completion, students should be able to interview clients, gather information, and draft documents related to family law. (2000FA)

LEX 250 Wills, Estates, & Trusts 2 2 0 3
Prerequisites: None
Corequisites: None

This course covers various types of wills, trusts, probate, estate administration, and intestacy. Topics include types of wills and execution requirements, caveats and dissents, intestate succession, inventories and accountings, distribution and settlement, and other related topics. Upon completion, students should be able to draft simple wills, prepare estate forms, understand administration of estates including taxation, and explain terms regarding trusts. (1997SU)

LEX 260 Bankruptcy & Collections 3 0 0 3
Prerequisites: None
Corequisites: None

This course provides an overview of the laws of bankruptcy and the rights of creditors and debtors. Topics include bankruptcy procedures and estate management, attachment, claim and delivery, repossession, foreclosure, collection, garnishment, and post-judgment collection procedure. Upon completion, students should be able to prepare and file bankruptcy forms, collection letters, statutory liens, and collection of judgments. (1997SU)

Class Lab Clinical Credit

LEX 270 Law Office Mgt/Technology 1 2 0 2
Prerequisites: None
Corequisites: None

This course provides an overview of law office management and organization. Topics include office forms, filing systems, billing/time keeping, computer systems, calendar systems, library administration, case management, office/personnel procedures, ethics, and technology. Upon completion, students should be able to establish and maintain various law office systems, monitor case progress, and supervise non-lawyer personnel. (2002FA)

LEX 271 Law Office Writing 1 2 0 2
Prerequisites: None
Corequisites: None

This course covers the basics of writing for the law office including the drafting of general correspondence, the briefing of cases, and the preparation of settlement brochures. Emphasis is placed on legal vocabulary in the context of letter writing, briefing judicial opinions, and the preparation of the settlement brochure. Upon completion, students should be able to draft letters to clients, opposing counsel, government entities, and insurance companies and prepare the settlement brochure. (1997SU)

LEX 280 Ethics & Professionalism 2 0 0 2
Prerequisites: None
Corequisites: None

This course reinforces legal ethics and the role of the paralegal in a professional work environment. Topics include a review of ethics, employment opportunities, and search techniques; paralegal certification and other related topics. Upon completion, students should be able to understand the paralegal's role in the ethical practice of law. (2000FA)

LEX 287 CLA Review Seminar 2 0 0 2
Prerequisites: Take LEX 210
Corequisites: None

This course is designed to prepare students for voluntary certification sponsored by the National Association of Legal Assistants to demonstrate significant competence in paralegalism. Topics include communications, ethics, human relations, interviewing techniques, judgment and analytical analysis, legal research, legal terminology, general law and nine tested specialty areas of law. Upon completion, students should be able to demonstrate that they are prepared to take the NALA's Certified Legal Assistant Exam. (2006SP)

Class Lab Clinical Credit

LSG 111 Basic Landscape Tech 2 0 0 2
Prerequisites: None
Corequisites: Take one: LSG 121 or LSG 122 or LSG 123

This course introduces basic principles essential to sustainable landscape gardening. Topics include soils, propagation, watering, fertilizing, pruning, pest control, and planting. Upon completion, students should be able to perform basic sustainable gardening techniques essential to maintaining a sustainable landscape. (2013FA)

LSG 121 Fall Gardening Lab 0 6 0 2
Prerequisites: None
Corequisites: Take LSG 111

This course provides basic hands-on experience in fall gardening techniques. Emphasis is placed on pruning, irrigation, planting, fertilizing, pest control, equipment operation, and turf maintenance. Upon completion, students should be able to perform various techniques essential to maintaining the fall landscape. (2001FA)

LSG 122 Spring Gardening Lab 0 6 0 2
Prerequisites: None
Corequisites: None

This course provides familiarization with basic gardening techniques by performing practical hands-on exercises required for the spring season. Emphasis is placed on pruning, irrigation, planting, fertilizing, pest control, equipment operation, turf maintenance, and landscape construction. Upon completion, students should be able to satisfactorily perform various practices essential to maintaining the landscape in the spring season. (2001FA)

LSG 123 Summer Gardening Lab 0 6 0 2
Prerequisites: None
Corequisites: None

This course provides basic hands-on experience in summer gardening techniques. Emphasis is placed on pruning, irrigation, planting, fertilizing, pest control, equipment operation, turf maintenance, landscape construction, and maintaining fruits and vegetables. Upon completion, students should be able to perform various techniques essential to maintaining the summer landscape. (2001FA)

LSG 231 Landscape Supervision 2 6 0 4
Prerequisites: Take LSG 123 and HOR 260
Corequisites: None

This course provides experience in planning, implementing, and supervising various landscape management projects. Emphasis is placed on supervisory skills, organizing, and scheduling. Upon completion, students should be able to supervise employees in various landscape management jobs. (2014FA)

Class Lab Clinical Credit

LSG 232 Garden Management 1 2 0 2
Prerequisites: Take LSG 123 and HOR 161
Corequisites: None

This course covers the implementation of knowledge gained in previous landscape gardening courses. Emphasis is placed on scheduling, designing, renovation, and plant management. Upon completion, students should be able to collate the material learned in the Landscape Gardening curriculum and apply it to various landscape gardening situations. (2014FA)

MAC 111 Machining Technology I 2 12 0 6
Prerequisites: Take one: DRE 097 or ENG 085 or ENG 095 or ENG 111 or RED 080 or RED 090
Corequisites: None

This course introduces machining operations as they relate to the metalworking industry. Topics include machine shop safety, measuring tools, lathes, drilling machines, saws, milling machines, bench grinders, and layout instruments. Upon completion, students should be able to safely perform the basic operations of measuring, layout, drilling, sawing, turning, and milling. (1997SU)

MAC 112 Machining Technology II 2 12 0 6
Prerequisites: Take MAC 111
Corequisites: None

This course provides additional instruction and practice in the use of precision measuring tools, lathes, milling machines, and grinders. Emphasis is placed on setup and operation of machine tools including the selection and use of work holding devices, speeds, feeds, cutting tools, and coolants. Upon completion, students should be able to perform basic procedures on precision grinders and advanced operations of measuring, layout, drilling, sawing, turning, and milling. (2011FA)

MAC 113 Machining Technology III 2 12 0 6
Prerequisites: Take MAC 112 and MEC 231
Corequisites: None

This course provides an introduction to advanced and special machining operations. Emphasis is placed on working to specified tolerances with special and advanced setups. Upon completion, students should be able to produce a part to specifications. (2011FA)

MAC 121 Intro to CNC 2 0 0 2
Prerequisites: Take one: DRE 097 or ENG 085 or ENG 095 or ENG 111 or RED 080 or RED 090
Corequisites: None

This course introduces the concepts and capabilities of computer numerical control machine tools. Topics include setup, operation, and basic applications. Upon completion, students should be able to explain operator safety, machine protection, data input, program preparation, and program storage. (1997SU)

Class Lab Clinical Credit

MAC 122 CNC Turning 1 3 0 2
Prerequisites: Take MAC 124
Corequisites: None

This course introduces the programming, setup, and operation of CNC turning centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC turning centers. (1997SU)

MAC 124 CNC Milling 1 3 0 2
Prerequisites: Take one set:
Set 1: MAC 111 and MAC 121
Set 2: MAC 121 and MEC 111
Corequisites: None

This course introduces the manual programming, setup, and operation of CNC machining centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC machining centers. (1997SU)

MAC 131 Blueprint Reading/Mach I 1 2 0 2
Prerequisites: Take one: DRE 097 or ENG 085 or ENG 095 or ENG 111 or RED 080 or RED 090
Corequisites: None

This course covers the basic principles of blueprint reading and sketching. Topics include multi-view drawings; interpretation of conventional lines; and dimensions, notes, and thread notations. Upon completion, students should be able to interpret basic drawings, visualize parts, and make pictorial sketches. (1997SU)

MAC 132 Blueprint Reading/Mach II 1 2 0 2
Prerequisites: Take MAC 131
Corequisites: None

This course introduces more complex industrial blueprints. Emphasis is placed on auxiliary views, section views, violations of true project, special views, applications of GD & T, and interpretation of complex parts. Upon completion, students should be able to read and interpret complex industrial blueprints. (2011FA)

MAC 152 Adv Machining Calc 1 2 0 2
Prerequisites: Take MAT 120 or MAT 121
Corequisites: None

This course combines mathematical functions with practical machine shop applications and problems. Emphasis is placed on gear ratios, lead screws, indexing problems, and their applications in the machine shop. Upon completion, students should be able to calculate solutions to machining problems. (1997SU)

Class Lab Clinical Credit

MAC 222 Advanced CNC Turning 1 3 0 2
Prerequisites: Take MAC 122
Corequisites: None

This course covers advanced methods in setup and operation of CNC turning centers. Emphasis is placed on programming and production of complex parts. Upon completion, students should be able to demonstrate skills in programming, operations, and setup of CNC turning centers. (2011FA)

MAC 224 Advanced CNC Milling 1 3 0 2
Prerequisites: Take MAC 124
Corequisites: None

This course covers advanced methods in setup and operation of CNC machining centers. Emphasis is placed on programming and production of complex parts. Upon completion, students should be able to demonstrate skills in programming, operations, and setup of CNC machining centers. (2011FA)

MAC 233 Appl in CNC Machining 2 12 0 6
Prerequisites: Take MAC 113 and MAC 224 and MEC 232
Corequisites: Take MAC 222

This capstone course provides students the opportunity to apply skills learned throughout the curriculum. Emphasis is placed on production of parts and assemblies using modern CNC machine tools. Upon completion, students should be able to manufacture complex parts using a variety of CNC machine tools. (2006SP)

MAC 241 Jigs & Fixtures I 2 6 0 4
Prerequisites: Take MAC 112 and MEC 231
Corequisites: None

This course introduces the application and use of jigs and fixtures. Emphasis is placed on design and manufacture of simple jigs and fixtures. Upon completion, students should be able to design and build simple jigs and fixtures. (2011FA)

MAC 245 Mold Construction I 2 6 0 4
Prerequisites: Take MEC 232
Corequisites: None

This course introduces the principles of mold making. Topics include types, construction, and application of molds. Upon completion, students should be able to design and build simple molds. (2011FA)

MAC 248 Production Procedures 1 2 0 2
Prerequisites: Take MAC 113 and MAT 121
Corequisites: None

This course covers product planning and control and scheduling and routing of operations. Topics include cost-effective production methods, dimensional and statistical quality control, and the tooling and machines required for production. Upon completion, students should be able to plan, set up, and produce cost-effective quality machined parts. (1997SU)

Class Lab Clinical Credit

MAT 110 Math Measurement & Literacy 2 2 0 3
Prerequisites: Take one set:
  Set 1: DMA 010, DMA 020, and DMA 030
  Set 2: MAT 060
Corequisites: None

This course provides an activity-based approach that develops measurement skills and mathematical literacy using technology to solve problems for non-math intensive programs. Topics include unit conversions and estimation within a variety of measurement systems; ratio and proportion; basic geometric concepts; financial literacy; and statistics including measures of central tendency, dispersion, and charting of data. Upon completion, students should be able to
demonstrate the use of mathematics and technology to solve practical problems, and to analyze and communicate results. (2014FA)

MAT 121 Algebra/Trigonometry I 2 2 0 3
Prerequisites: Take DMA 010 and DMA 020 and DMA 030 and DMA 040 and DMA 050 and DMA 060
Corequisites: None

This course provides an integrated approach to technology and the skills required to manipulate, display, and interpret mathematical functions and formulas used in problem solving. Topics include the properties of plane and solid geometry, area and volume, and basic proportion applications; simplification, evaluation, and solving of algebraic equations and inequalities and radical functions; complex numbers; right triangle trigonometry; and systems of equations. Upon completion, students will be able to demonstrate the ability to use mathematics and technology for problem-solving, analyzing and communicating results. (2014FA)

MAT 122 Algebra/Trigonometry II 2 2 0 3
Prerequisites: Take MAT 121
Corequisites: None

This course is designed to cover concepts in algebra, function analysis, and trigonometry. Topics include exponential and logarithmic functions, transformations of functions, Law of Sines, Law of Cosines, vectors, and statistics. Upon completion, students should be able to demonstrate the ability to use mathematics and technology for problem-solving, analyzing and communicating results. (2014FA)

Class Lab Clinical Credit

MAT 143* Quantitative Literacy 2 2 0 3
Prerequisites: Take one set:
Set 1: DRE 098, DMA 010, DMA 020, DMA 030, DMA 040, and DMA 050
Set 2: ENG 095, DMA 010, DMA 020, DMA 030, DMA 040, and DMA 050
Set 3: ENG 090, DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and RED 090
Corequisites: None

This course is designed to engage students in complex and realistic situations involving the mathematical phenomena of quantity, change and relationship, and uncertainty through project- and activity-based assessment. Emphasis is placed on authentic contexts which will introduce the concepts of numeracy, proportional reasoning, dimensional analysis, rates of growth, personal finance, consumer statistics, practical probabilities, and mathematics for citizenship. Upon completion, students should be able to utilize quantitative information as consumers and to make personal, professional, and civic decisions by decoding, interpreting, using, and communicating quantitative information found in modern media and encountered in everyday life. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14] (2014FA)

MAT 152* Statistical Methods I 3 2 0 4
Prerequisites: Take DMA 010 and DMA 020 and DMA 030 and DMA 040 and DMA 050 and DRE 098
Corequisites: None

This course provides a project-based approach to introductory statistics with an emphasis on using real-world data and statistical literacy. Topics include descriptive statistics, correlation and regression, basic probability, discrete and continuous probability distributions, confidence intervals and hypothesis testing. Upon completion, students should be able to use appropriate technology to describe important characteristics of a data set, draw inferences about a population from sample data, and interpret and communicate results. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14] (2014FA)

MAT 171* Precalculus Algebra 3 2 0 4
Prerequisites: Take one set:
Set 1: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, DMA 060, DMA 070, and DMA 080
Set 2: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and DMA 065
Set 3: MAT 121
Corequisites: None

This course is designed to develop topics which are fundamental to the study of Calculus. Emphasis is placed on solving equations and inequalities, solving systems of equations and inequalities, and analysis of functions (absolute value, radical, polynomial, rational, exponential, and logarithmic) in multiple representations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to algebra-related problems with and without technology. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14] (2014FA)

Class Lab Clinical Credit

MAT 172* Precalculus Trigonometry 3 2 0 4
Prerequisites: Take MAT 171
Corequisites: None

This course is designed to develop an understanding of topics which are fundamental to the study of Calculus. Emphasis is placed on the analysis of trigonometric functions in multiple representations, right and oblique triangles, vectors, polar coordinates, conic sections, and parametric equations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to trigonometry-related problems with and without technology. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14] (2014FA)

MAT 263* Brief Calculus 3 2 0 4
Prerequisites: Take MAT 171
Corequisites: None

This course is designed to introduce concepts of differentiation and integration and their applications to solving problems. Topics include graphing, differentiation, and integration with emphasis on applications drawn from business, economics, and biological and behavioral sciences. Upon completion, students should be able to demonstrate an understanding of the use of basic calculus and technology to solve problems and to analyze and communicate results. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14] (2014FA)

MAT 271* Calculus I 3 2 0 4
Prerequisites: Take MAT 172
Corequisites: None

This course is designed to develop the topics of differential and integral calculus. Emphasis is placed on limits, continuity, derivatives and integrals of algebraic and transcendental functions of one variable. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to derivative-related problems with and without technology. MAT 172 is the prerequisite for this course; however, a student may PLACE DIRECTLY into MAT 271 if the student has met at least one (1) of the following criteria within the past five (5) years: 1. A score of 2 or higher on the AP Calculus AB Exam. 2. A grade of C or higher in an AP Calculus course and an unweighted HS GPA of 3.0 or higher. 3. A score of 90 or higher on the ACCUPLACER College-Level Math (CLM) test. 4. A score of 46 or higher on the trigonometry section of the ACT Compass Math Placement Test. 5. A score of 580 or higher on the SAT Math and a grade of C or higher

Courses designated with an asterisk (*) are college transfer courses. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

Class Lab Clinical Credit

in the North Carolina Standard Course of Study Pre-Calculus course or an equivalent course from another state. 6. A score of 27 or higher on the ACT Math and a grade of C or higher in the North Carolina Standard Course of Study Pre-Calculus course or an equivalent course from another state. 7. A score of 560 or higher on the SAT Subject Test in Mathematics Level 2.This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14] (2014FA)

MAT 272* Calculus II 3 2 0 4
Prerequisites: Take MAT 271
Corequisites: None

This course is designed to develop advanced topics of differential and integral calculus. Emphasis is placed on the applications of definite integrals, techniques of integration, indeterminate forms, improper integrals, infinite series, conic sections, parametric equations, polar coordinates, and differential equations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to integral-related problems with and without technology. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14] (2014FA)

MAT 273* Calculus III 3 2 0 4
Prerequisites: Take MAT 272
Corequisites: None

This course is designed to develop the topics of multivariate calculus. Emphasis is placed on multivariate functions, partial derivatives, multiple integration, solid analytical geometry, vector valued functions, and line and surface integrals. Upon completion, students should be able to select and use appropriate models and techniques for finding the solution to multivariate-related problems with and without technology. (2014FA)

MEC 110 Intro to CAD/CAM 1 2 0 2
Prerequisites: Take MEC 111 and DFT 151
Corequisites: None

This course introduces CAD/CAM. Emphasis is placed on transferring part geometry from CAD to CAM for the development of a CNC-ready program. Upon completion, students should be able to use CAD/CAM software to produce a CNC program. (1997SU)

MEC 111 Machine Processes I 1 4 0 3
Prerequisites: None
Corequisites: None

This course introduces shop safety, hand tools, machine processes, measuring instruments, and the operation of machine shop equipment. Topics include use and care of tools, safety, measuring tools, and the basic setup and operation of common machine tools. Upon completion, students should be able to manufacture simple parts to specified tolerance. (2005SP)

Class Lab Clinical Credit

MEC 130 Mechanisms 2 2 0 3
Prerequisites: None
Corequisites: None

This course introduces the purpose and action of various mechanical devices. Topics include cams, cables, gear trains, differentials, screws, belts, pulleys, shafts, levers, lubricants, and other devices. Upon completion, students should be able to analyze, maintain, and troubleshoot the components of mechanical systems. (2002FA)

MEC 145 Mfg Materials I 2 3 0 3
Prerequisites: None
Corequisites: None

This course introduces a variety of manufacturing materials and common processing techniques. Emphasis is placed on the processing, testing, and application of materials such as wood, metals, plastics, ceramics, and composites. Upon completion, students should be able to demonstrate an understanding of fundamental engineering applications for a variety of materials, including their process capabilities and limitations. (2013FA)

MEC 231 Comp-Aided Manufact I 1 4 0 3
Prerequisites: Take MAC 124 and MAC 132
Corequisites: None

This course introduces computer-aided design/manufacturing (CAD/CAM) applications and concepts. Topics include software, programming, data transfer and verification, and equipment setup. Upon completion, students should be able to produce parts using CAD/CAM applications. (2005SP)

MEC 232 Comp-Aided Manufact II 1 4 0 3
Prerequisites: Take MEC 231
Corequisites: None

This course provides an in-depth study of CAM applications and concepts. Emphasis is placed on the manufacturing of complex parts using computer-aided manufacturing software. Upon completion, students should be able to manufacture complex parts using CAM software. (1997SU)

MEC 265 Fluid Mechanics 2 2 0 3
Prerequisites: Take one set:
  Set 1: Take ENG 111 and MAT 121
  Set 2: Take ENG 111 and MAT 171
Corequisites: None

This course covers the physical behavior of fluids and fluid systems. Topics include fluid statics and dynamics, laminar and turbulent flow, Bernoulli's Equation, components, applications, and other related topics. Upon completion, students should be able to apply fluid power principles to practical applications. (2013FA)

Class Lab Clinical Credit

MEC 267 Thermal Systems 2 2 0 3
Prerequisites: Take one: PHY 131 or PHY 151
AND
Take NUC 110
Corequisites: None

This course introduces the fundamental laws of thermodynamics. Topics include work and energy, open and closed systems, and heat engines. Upon completion, students should be able to demonstrate a knowledge of the laws and principles that apply to thermal power. (1997SU)

MED 120 Survey of Med Terminology 2 0 0 2
Prerequisites: None
Corequisites: None

This course introduces the vocabulary, abbreviations, and symbols used in the language of medicine. Emphasis is placed on building medical terms using prefixes, suffixes, and word roots. Upon completion, students should be able to pronounce, spell, and define accepted medical terms. (1997SU)

MED 121 Medical Terminology I 3 0 0 3
Prerequisites: Take one: DRE 098 or ENG 095 or ENG 111 or RED 090
Corequisites: None

This course introduces prefixes, suffixes, and word roots used in the language of medicine. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders. (1997SU)

MED 122 Medical Terminology II 3 0 0 3
Prerequisites: Take MED 121
Corequisites: None

This course is the second in a series of medical terminology courses. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders. (1997SU)

MKT 120 Principles of Marketing 3 0 0 3
Prerequisites: None
Corequisites: None

This course introduces principles and problems of marketing goods and services. Topics include promotion, placement, and pricing strategies for products. Upon completion, students should be able to apply marketing principles in organizational decision making. (2015FA)

Class Lab Clinical Credit

MKT 221 Consumer Behavior 3 0 0 3
Prerequisites: Take BUS 110
Corequisites: None

This course is designed to describe consumer behavior as applied to the exchange processes involved in acquiring, consuming, and disposing of goods and services. Topics include an analysis of basic and environmental determinants of consumer behavior with emphasis on the decision-making process. Upon completion, students should be able to analyze concepts related to the study of the individual consumer. (1997SU)

MKT 223 Customer Service 3 0 0 3
Prerequisites: None
Corequisites: None

This course stresses the importance of customer relations in the business world. Emphasis is placed on learning how to respond to complex customer requirements and to efficiently handle stressful situations. Upon completion, students should be able to demonstrate the ability to handle customer relations. (1997SU)

MKT 224 International Marketing 3 0 0 3
Prerequisites: Take one: DRE 098 or ENG 095 or ENG 111 or RED 090
Corequisites: None

This course covers the basic concepts of international marketing activity and theory. Topics include product promotion, placement, and pricing strategies in the international marketing environment. Upon completion, students should be able to demonstrate a basic understanding of the concepts covered. (1997SU)

MKT 232 Social Media Marketing 3 2 0 4
Prerequisites: Take BUS 110
Corequisites: None

This course is designed to build students' social media marketing skills by utilizing projects that give students hands on experience implementing social media marketing strategies. Topics include integrating different social media technologies into a marketing plan, creating social media marketing campaigns, and applying appropriate social media tools. Upon completion, students should be able to use social media technologies to create and improve marketing efforts for businesses. (2015FA)

MNT 110 Intro to Maint Procedures 1 3 0 2
Prerequisites: None
Corequisites: None

This course covers basic maintenance fundamentals for power transmission equipment. Topics include equipment inspection, lubrication, alignment, and other scheduled maintenance procedures. Upon completion, students should be able to demonstrate knowledge of accepted maintenance procedures and practices according to current industry standards (2013FA)

Class Lab Clinical Credit

MNT 111 Maintenance Practices 2 2 0 3
Prerequisites: None
Corequisites: None

This course provides in-depth theory and practical applications relating to predictive and preventive maintenance programs. Emphasis is placed on equipment failure analysis, maintenance management software, and techniques such as vibration and infrared analysis. Upon completion, students should be able to demonstrate an understanding of modern analytical and documentation methods. (2002FA)

MNT 131 Metalworking Processes 2 3 0 3
Prerequisites: None
Corequisites: None

This course introduces the standard practices that are found in the metal workshop. Topics include the proper care/use of basic hand tools and precision measuring instruments and layout procedures/operation of lathes, drill presses, grinders, milling machines, and power saws. Upon completion, students should be able to work safely in the metal workshop and use basic metalworking equipment. (2005SP)

MNT 220 Rigging & Moving 1 3 0 2
Prerequisites: None
Corequisites: None

This course covers the principles of safe rigging practices for handling, placing, installing, and moving heavy machinery and equipment. Topics include safety, weight and dimensional estimation, positioning of equipment slings, rollers, jacks, levers, dollies, ropes, chains, padding, and other related topics. Upon completion, students should be able to safely relocate and set up equipment using accepted rigging practices. (2002FA)

MNT 230 Pumps & Piping Systems 1 3 0 2
Prerequisites: None
Corequisites: None

This course covers pump installation and maintenance and related valves and piping systems. Topics include various types of pump systems and their associated valves, piping requirements, and other related topics. Upon completion, students should be able to select and install pump and piping systems and demonstrate proper maintenance and troubleshooting procedures. (2002FA)

MRN 121 Marine Engines 2 6 0 4
Prerequisites: Take TRN 110
Corequisites: Take HET 110

This course covers two and four cycle diesel engines that are used for marine vessel propulsion. Emphasis is placed on construction, design, cooling systems, lubrication systems, and air-intake systems. Upon completion, students should be able to test, troubleshoot, diagnose and repair marine engine systems. (2013FA)

Class Lab Clinical Credit

MRN 147 Marine Power Trans 2 6 0 4
Prerequisites: None
Corequisites: None

This course covers the principles and function of marine power trains. Emphasis is placed on marine gears, drive lines, gear reduction, and installation aboard vessels. Upon completion, students should be able to test, service, and trouble shoot marine power trains. (2013FA)

MRN 150 Adv Marine Electrical Sys 2 9 0 5
Prerequisites: Take TRN 120
Corequisites: None

This course covers the skills necessary to wire 12-volt direct current and 120-volt alternating current electrical systems found on modern boats and marine applications. Topics include wirer sizing, batteries, wire harnesses, distribution panels, electronic component installation, and electrical system troubleshooting, including generators operation and disassembly. Upon completion students should be able to diagnose, test, and repair advanced electrical systems in marine applications and boats. (2013FA)

MSC 110 Training Cruise I 0 3 0 1
Prerequisites: Take one: DRE 097 or ENG 085 or ENG 095 or ENG 111 or RED 080 or RED 090
Corequisites: Full-time Marine Technology enrollment or by permission of the department chair

This course covers the skills necessary to live and work safely aboard oceangoing research vessels. Emphasis is placed on the skills necessary for the safe operation of biological sampling equipment. Upon completion, students should be able to safely live and work aboard an oceanographic research vessel conducting offshore scientific operations. (2007SP)

MSC 112 Training Cruise II 0 3 0 1
Prerequisites: Take one: ENG 085 or ENG 095 or ENG 111 or RED 080 or RED 090
Corequisites: Full-time Marine Technology enrollment or by permission of the department chair

This course covers the skills necessary to live and work safely aboard oceangoing research vessels. Emphasis is placed on maintaining a 24-hour navigation log and weather watch and safely conducting over-the-side sampling operations. Upon completion, students should be able to maintain a weather log, plot a cruise track, and safely use sampling gear. (2007SP)

MSC 114 Training Cruise III 0 3 0 1
Prerequisites: Take one: MSC 112 or MSC 110
Corequisites: Full-time Marine Technology enrollment or by permission of the department chair

This course covers the skills necessary to live and work safely aboard oceangoing research vessels. Emphasis is placed on

Class Lab Clinical Credit

utilizing the navigational and hydrographical techniques needed to conduct an offshore bathymetric survey. Upon completion, students should be able to accurately navigate a vessel, gather bathymetric data, and prepare a depth contour plot of a predetermined quadrant. (2007SP)

MSC 120 Marine Software and Data Networks 1 3 0 2
Prerequisites: None
Corequisites: None

This course introduces software used in the marine industry and the network hardware required for data integration. Emphasis is placed on hydrographic/oceanographic software packages, and the use of serial communications, Ethernet, null modem, and USB technologies. Upon completion, students should be able to demonstrate an understanding of the various software applications and be able to integrate networking technologies when underway. (2015SU)

MSC 122 Boat Handling/Seamanship 2 3 0 3
Prerequisites: Take one: DRE 097 or ENG 085 or ENG 095 or ENG 111 or RED 080 or RED 090
Corequisites: None

This course covers the skills of boat handling, the practice of seamanship, and safety and survival in the marine environment. Topics include safe boat handling, seamanship under adverse conditions, firefighting, man overboard rescue, PFDs, EPIRBs, distress signals, lifeboats, and life rafts. Upon completion, students should be able to competently operate small powerboats and demonstrate proficiency in the use of marine firefighting and lifesaving equipment. (2013FA)

MSC 124 Industrial Skills 1 4 0 3
Prerequisites: Take one: DRE 097 or ENG 085 or ENG 095 or ENG 111 or RED 080 or RED 090
Corequisites: None

This course offers a practical approach to the mechanical and technical skills needed by technicians in a variety of marine-related jobs. Topics include industrial safety, measurement systems, hand and power tools, fasteners, corrosion protection, project design, and construction and cost estimation. Upon completion, students should be able to safely use hand and/or power tools and understand a variety of measurement and pricing systems. (2013FA)

MSC 126 Marine Engines 1 2 0 2
Prerequisites: None
Corequisites: None

This course covers fundamental theory, troubleshooting, and maintenance of marine engines and related equipment, especially outboards. Emphasis is placed on maintenance and operational procedures, including corrosion control, lubrication, propellers, carburetors, two-cycle theory, magneto ignition, batteries, starters, alternators, and trailers. Upon completion, students should be able to understand how a marine engine and related components work, perform minor repairs, and properly maintain them. (1997SU)

Class Lab Clinical Credit

MSC 132 Fishing Gear Tech I 2 3 0 3
Prerequisites: Take one: DRE 097 or ENG 085 or ENG 095 or ENG 111 or RED 080 or RED 090
Corequisites: None

This course introduces modern rope seamanship and fishing gear theory, design, repair, and analysis as it relates to fisheries research. Emphasis is placed on various practical knots, rope splicing, marine hardware, biological sampling gear classifications, and the basics of net construction, repair, and design. Upon completion, students should be able to implement marlin spike skills; repair netted material; and identify, design, and construct various types of biological entrapment and entanglement gear. (2013FA)

MSC 134 Fishing Gear Tech II 1 2 0 2
Prerequisites: Take MSC 132
Corequisites: None

This course offers further experience and instruction in fishing gear theory and design and the collection and recording of biological data. Emphasis is placed on the general skills needed to design, construct, and repair complex sampling gear and be employed as a fisheries technician. Upon completion, students should be able to understand and apply fishing gear design and construction techniques and collect, compile, and record biological data. (1997SU)

MSC 150 Marine Navigation 2 3 0 3
Prerequisites: Take one: DRE 097 or ENG 085 or ENG 095 or ENG 111 or RED 080 or RED 090
Corequisites: None

This course provides training in marine piloting and electronic navigation techniques. Topics include use of charts, instruments, navigational aids, compasses, nautical publications, radar, GPS, LORAN, and depth sounders, with an emphasis on plotting techniques. Upon completion, students should be able to demonstrate competence in the safe navigation of vessels utilizing and interpreting information obtained from navigational aids. Use of navigational computer software will also be introduced. (2013FA)

MSC 152 Marine Instrumentation 1 2 0 2
Prerequisites: None
Corequisites: None

This course introduces the various types of oceanographic instrumentation used for the collection of data and samples by the oceanographic community. Emphasis is placed on data recording procedures, proper operation, safe handling, and calibration, maintenance, and repair of instruments. Upon

Class Lab Clinical Credit

completion, students should be able to safely and correctly use the instruments covered to conduct accurate field measurements. (1997SU)

MSC 160 Oceanography 4 0 0 4
Prerequisites: Take one: DRE 097 or ENG 085 or ENG 095 or ENG 111 or RED 080 or RED 090
Corequisites: None

This course provides a general description of the geology, chemistry, and physics of the oceans. Topics include a history of oceanography, bathymetry, plate tectonics, seawater chemistry and physics, atmospheric circulation, currents, waves, tides, sedimentation, and coastal geology. Upon completion, students should be able to describe bathymetric features, the chemistry and physics of seawater, atmospheric and ocean circulations, marine sediments, and coastal processes. (2013FA)

MSC 172 Marine Biology 2 3 0 3
Prerequisites: Take one: DRE 097 or ENG 085 or ENG 095 or ENG 111 or RED 080 or RED 090
Corequisites: None

This course utilizes field trips to the beach, salt marsh, and other habitats to study marine animals and plants in their natural communities. Topics include divisions of the marine environment, distribution of life in the ocean, and the interrelationships of marine organisms in various habitats. Upon completion, students should be able to scientifically identify various marine species and describe the role they fill in their biological communities. (1997SU)

MSC 174 Marine Invertebrate Zoology3 2 0 4
Prerequisites: None
Corequisites: None

This course covers the behavior and classification of marine invertebrates. Topics include identification, feeding behavior, reproduction, and symbiotic relationships of marine invertebrates. Upon completion, students should be able to identify and classify marine invertebrates and demonstrate an understanding of their basic anatomy and physiology. (1997SU)

MSC 180 Water Analysis 2 3 0 3
Prerequisites: None
Corequisites: None

This course covers the practical analysis of water samples with an emphasis on marine-oriented techniques and procedures. Topics include basic laboratory skills, microbiology techniques, and the use of wet chemistry and instruments to quantify chemically and biologically important parameters. Upon completion, students should be able to culture microbes, and measure pH, turbidity, dissolved oxygen, and nutrients in natural water samples. (2013FA)

Class Lab Clinical Credit

MSC 210 Marine Envir Samp & Analysis 1 3 0 2
Prerequisites: None
Corequisites: None

This course introduces the fundamental principles used in the environmental assessment process and their applicability to environmental laws and policies. Emphasis is placed on characterizing sampling sites; understanding contaminant transport; developing and following sampling plans for the collection of various media; documenting field activities; following proper lab techniques and safety; and interpreting lab reports. Upon completion, students should be able to describe significant environmental regulations applicable to the marine environment, classes and typical sources of contaminants, and current sampling and laboratory techniques and quality control measures. (2015SU)

MSC 216 Training Cruise IV 0 3 0 1
Prerequisites: Take one set:
  Set 1: MSC 110, MSC 114, and MSC 152
  Set 2: MSC 112, MSC 114, and MSC 152
Corequisites: Full time Marine Technology enrollment or by permission of the department chair

This course covers the skills necessary to live and work safely aboard oceangoing research vessels. Emphasis is placed on conducting standard hydrographic stations using various oceanographic samples. Upon completion, students should be able to set up and conduct a hydrographic station and collect accurate data using various types of marine instrumentation. (2015SU)

MSC 218 Training Cruise V 0 3 0 1
Prerequisites: Take one set:
  Set 1: MSC 152 and MSC 152
  Set 2: MSC 152 and MSC 216
Corequisites: Full time Marine Technology enrollment by permission of the department chair

This course covers the skills necessary to live and work safely aboard oceangoing research vessels. Emphasis is placed on conducting a broad range of oceanographic survey techniques, including chemical, meteorological, geological, physical, and biological surveys. Upon completion, students should be able to demonstrate competence in the skills required of a marine technician aboard an oceanographic or survey vessel. (2015SU)

MSC 220 Marine GIS 2 2 0 3
Prerequisites: Take MSC 120
Corequisites: None

This course introduces students to the software and data components of a Geographic Information System. Topics include data collection, management, and analysis, and the creation of marine-based GIS maps. Upon completion, students should be able to use GIS software in marine applications. (2015SU)

Class Lab Clinical Credit

MSC 254 Marine Data Processing 1 3 0 2
Prerequisites: Take MSC 120 and MSC 152
Corequisites: Take MSC 256

This course introduces standard oceanographic procedures used to process and analyze oceanographic data. Emphasis is placed on the use of standard recording procedures and computer applications for processing and analyzing oceanographic data. Upon completion, students should be able to record and analyze oceanographic data using standard procedures along with computer-based applications. (2015SU)

MSC 256 Hydrographic Surveying 1 3 0 2
Prerequisites: Take MSC 120 and MSC 152
Corequisites: Take MSC 254

This course covers basic surveying and cartography techniques as they apply to marine research. Topics include topographic map and bathymetric chart basics, including symbols, contours, elevations, coordinate systems, and basic survey instruments, modeling, and field projects. Upon completion, students should be able to use topographic and bathymetric maps as a research tool and set up and conduct field surveys. (1997SU)

MSC 276 Marine Vertebrate Zoo 3 2 0 4
Prerequisites: None
Corequisites: None

This course covers the behavior and classification of marine fishes, reptiles, birds, and mammals. Topics include identification, feeding behavior, reproduction, migration, and other marine vertebrate characteristics. Upon completion, students should be able to identify marine vertebrates and demonstrate an understanding of the methods marine vertebrates use to survive in the ocean. (2013FA)

MUS 110* Music Appreciation 3 0 0 3
Prerequisites: None
Corequisites: None

This course is a basic survey of the music of the Western world. Emphasis is placed on the elements of music, terminology, composers, form, and style within a historical perspective. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of music. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14] (1997SU)

MUS 111* Fundamentals of Music 3 0 0 3
Prerequisites: None
Corequisites: None

This course is an introductory course for students with little or no music background. Emphasis is placed on music notation, rhythmic patterns, scales, key signatures, intervals, and chords. Upon completion, students should be able to demonstrate an understanding of the rudiments of music. (1999FA)

Class Lab Clinical Credit

MUS 112* Introduction to Jazz 3 0 0 3
Prerequisites: None
Corequisites: None

This course introduces the origins and musical components of jazz and the contributions of its major artists. Emphasis is placed on the development of discriminating listening habits, as well as the investigation of the styles and structural forms of the jazz idiom. Upon completion, students should be able to demonstrate skills in listening and understanding this form of American music. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14] (1997SU)

MUS 113* American Music 3 0 0 3
Prerequisites: None
Corequisites: None

This course introduces various musical styles, influences, and composers of the United States from pre-Colonial times to the present. Emphasis is placed on the broad variety of music particular to American culture. Upon completion, students should be able to demonstrate skills in basic listening and understanding of American music. (1997SU)

MUS 114* Non-Western Music 3 0 0 3
Prerequisites: None
Corequisites: None

This course provides a basic survey of the music of the non-Western world. Emphasis is placed on non-traditional instruments, sources, and performing practices. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of non-Western music. (1997SU)

MUS 121* Music Theory I 3 2 0 4
Prerequisites: None
Corequisites: None

This course provides an in-depth introduction to melody, rhythm, and harmony. Emphasis is placed on fundamental melodic, rhythmic, and harmonic analysis, introduction to part writing, ear-training, and sight-singing. Upon completion, students should be able to demonstrate proficiency in the recognition and application of the above. (1997SU)

MUS 122* Music Theory II 3 2 0 4
Prerequisites: Take MUS 121
Corequisites: None

This course is a continuation of studies begun in MUS 121. Emphasis is placed on advanced melodic, rhythmic, and harmonic analysis and continued studies in part-writing, ear-training, and sight-singing. Upon completion, students should be able to demonstrate proficiency in the recognition and application of the above. (1997SU)

Courses designated with an asterisk (*) are college transfer courses. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

Class Lab Clinical Credit

MUS 123* Music Composition 0 2 0 1
Prerequisites: Take one: MUS 111 or MUS 121
Corequisites: None

This course provides a study of elementary forms and traditional approaches to the organization of melody, harmony, rhythm, etc. in musical composition. Emphasis is placed on using musical notation to create new musical works. (1997SU)

MUS 131* Chorus I 0 2 0 1
Prerequisites: None
Corequisites: None

This course provides an opportunity to gain experience singing in a chorus. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. This course provides an opportunity to gain experience singing in a chorus. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. (1997SU)

MUS 132* Chorus II 0 2 0 1
Prerequisites: Take MUS 131
Corequisites: None

This course provides a continuation of studies begun in MUS 131. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. (1997SU)

MUS 133* Band I 0 2 0 1
Prerequisites: None
Corequisites: None

This course provides an opportunity for those who play a band instrument to gain experience playing in an ensemble. Emphasis is placed on band techniques and the study and performance of a variety of styles and periods of band literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. (1997SU)

MUS 134* Band II 0 2 0 1
Prerequisites: Take MUS 133
Corequisites: None

This course is a continuation of MUS 133. Emphasis is placed on band techniques and the study and performance of a variety of styles and periods of band literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. (1997SU)

Class Lab Clinical Credit

MUS 135* Jazz Ensemble I 0 2 0 1
Prerequisites: None
Corequisites: None

This course provides an opportunity for those who play an appropriate instrument to gain experience playing in a jazz ensemble. Emphasis is placed on jazz ensemble techniques and the study and performance of a variety of styles of jazz literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. (1997SU)

MUS 136* Jazz Ensemble II 0 2 0 1
Prerequisites: Take MUS 135
Corequisites: None

This course is a continuation of MUS 135. Emphasis is placed on jazz ensemble techniques and the study and performance of a variety of styles and periods of jazz literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. (1997SU)

MUS 137* Orchestra I 0 2 0 1
Prerequisites: None
Corequisites: None

This course provides an opportunity for those who play an orchestral instrument to gain experience playing in an ensemble. Emphasis is placed on orchestral techniques and the study and performance of a variety of styles and periods of orchestral and string ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. (1997SU)

MUS 138* Orchestra II 0 2 0 1
Prerequisites: Take MUS 137
Corequisites: None

This course is a continuation of MUS 137. Emphasis is placed on orchestral techniques and the study and performance of a variety of styles and periods of orchestral and string ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. (1997SU)

MUS 141* Ensemble I 0 2 0 1
Prerequisites: None
Corequisites: None

This course provides an opportunity to perform in any combination of instrumental, vocal, or keyboard groups of two or more. Emphasis is placed on the development of performance skills and the study of a variety of styles and periods of ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. (1997SU)

Courses designated with an asterisk (*) are college transfer courses. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

Class Lab Clinical Credit

MUS 142* Ensemble II 0 2 0 1
Prerequisites: Take MUS 141
Corequisites: None

This course is a continuation of MUS 141. Emphasis is placed on the development of performance skills and the study of a variety of styles and periods of ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. (1997SU)

MUS 151* Class Music I 0 2 0 1
Prerequisites: None
Corequisites: None

This course provides group instruction in skills and techniques of the particular instrument or voice for those with little or no previous experience. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. (1997SU)

MUS 152* Class Music II 0 2 0 1
Prerequisites: Take MUS 151
Corequisites: None

This course is a continuation of MUS 151. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. (1997SU)

MUS 161* Applied Music I 1 2 0 2
Prerequisites: None
Corequisites: None

This course provides individual instruction in the skills and techniques of the particular instrument or voice. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. Colleges may use a letter suffix to designate a specific instrument or voice, for example MUS 161P for piano. (1999FA)

MUS 162* Applied Music II 1 2 0 2
Prerequisites: Take MUS 161
Corequisites: None

This course is a continuation of MUS 161. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. Colleges may use a letter suffix to designate a specific instrument or voice, for example MUS 162P for piano. (1999FA)

Class Lab Clinical Credit

MUS 170* Business of Music 3 0 0 3
Prerequisites: None
Corequisites: None

This course introduces the basic elements of the music business. Topics include copyright law, musical arrangements and abridgements, recording and songwriting contracts, agents and managers, performing rights organizations, and the musician's union. Upon completion, students should be able to demonstrate an understanding of the basic elements of the music business. (1997SU)

MUS 210* History of Rock Music 3 0 0 3
Prerequisites: None
Corequisites: None

This course is a survey of Rock music from the early 1950's to the present. Emphasis is placed on musical groups, soloists, and styles related to the evolution of this idiom and on related historical and social events. Upon completion, students should be able to identify specific styles and to explain the influence of selected performers within their respective eras. (2003FA)

MUS 211* History of Country Music 3 0 0 3
Prerequisites: None
Corequisites: None

This course introduces the varied origins of country music and the commercialization of this art form. Emphasis is placed on historical, sociocultural, and stylistic factors related to country music and musicians. Upon completion, students should be able to identify specific styles and explain the influence of pop culture on the development of country music. (1997SU)

MUS 212* American Musical Theatre 3 0 0 3
Prerequisites: None
Corequisites: None

This course covers the origins and development of the musical from Show Boat to the present. Emphasis is placed on the investigation of the structure of the musical and its components through listening and analysis. Upon completion, students should be able to demonstrate skills in listening and understanding this form of American music. (1997FA)

MUS 213* Opera and Musical Theatre 3 0 0 3
Prerequisites: None
Corequisites: None

This course covers the origins and development of opera and musical theatre from the works of Claudio Monteverdi to the present. Emphasis is placed on how the structure and components of opera and musicals effect dramaturgy through listening examples and analysis. Upon completion, students should be able to demonstrate analytical and listening skills in understanding both opera and the musical. (1997SU)

	Class	Lab	Clinical	Credit
MUS 214* Electronic Music I	1	2	0	2

Prerequisites: Take MUS 111
Corequisites: None

This course provides an opportunity to study and explore various electronic instruments and devices. Emphasis is placed on fundamental MIDI applications and implementation, features and application of sequences, sound modules, and digital keyboards. Upon completion, students should be able to demonstrate proficiency by creation of appropriate musical projects using the equipment and techniques covered. (1997SU)

	Class	Lab	Clinical	Credit
MUS 215* Electronic Music II	1	2	0	2

Prerequisites: Take MUS 214
Corequisites: None

This course is a continuation of MUS 214. Emphasis is placed on advanced MIDI applications and implementation and continued work with sequencers, sound modules, and digital keyboards. Upon completion, students should be able to demonstrate proficiency by creation of appropriate musical projects using the equipment and techniques covered. (1997SU)

	Class	Lab	Clinical	Credit
MUS 221* Music Theory III	3	2	0	4

Prerequisites: Take MUS 122
Corequisites: None

This course is a continuation of MUS 122. Emphasis is placed on altered and chromatic harmony, common practice era compositional techniques and forms, and continued studies in part-writing, ear-training, and sight-singing. Upon completion, students should be able to demonstrate proficiency in the recognition and application of the above. (1997SU)

	Class	Lab	Clinical	Credit
MUS 222* Music Theory IV	3	2	0	4

Prerequisites: Take MUS 221
Corequisites: None

This course is a continuation of studies begun in MUS 221. Emphasis is placed on continued study of common practice era compositional techniques and forms, 20th century practices, ear-training, and sight-singing. Upon completion, students should be able to demonstrate proficiency in the recognition and application of the above. (1997SU)

	Class	Lab	Clinical	Credit
MUS 231* Chorus III	0	2	0	1

Prerequisites: Take MUS 132
Corequisites: None

This course is a continuation of MUS 132. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. (1997SU)

	Class	Lab	Clinical	Credit
MUS 232* Chorus IV	0	2	0	1

Prerequisites: Take MUS 231
Corequisites: None

This course is a continuation of MUS 231. Emphasis is placed on vocal techniques and the study of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. (1997SU)

	Class	Lab	Clinical	Credit
MUS 233* Band III	0	2	0	1

Prerequisites: Take MUS 234
Corequisites: None

This course is a continuation of MUS 134. Emphasis is placed on band techniques and the study and performance of a variety of styles and periods of band literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. (1997SU)

	Class	Lab	Clinical	Credit
MUS 234* Band IV	0	2	0	1

Prerequisites: Take MUS 234
Corequisites: None

This course is a continuation of MUS 233. Emphasis is placed on band techniques and the study and performance of a variety of styles and periods of band literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. (1997SU)

	Class	Lab	Clinical	Credit
MUS 235* Jazz Ensemble III	0	2	0	1

Prerequisites: Take MUS 136
Corequisites: None

This course is a continuation of MUS 136. Emphasis is placed on jazz ensemble techniques and the study and performance of a variety of styles and periods of jazz literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. (1997SU)

	Class	Lab	Clinical	Credit
MUS 236* Jazz Ensemble IV	0	2	0	1

Prerequisites: Take MUS 235
Corequisites: None

This course is a continuation of MUS 235. Emphasis is placed on jazz ensemble techniques and the study and performance of a variety of styles and periods of jazz literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. (1997SU)

Class Lab Clinical Credit

MUS 237* Orchestra III 0 2 0 1
Prerequisites: Take MUS 138
Corequisites: None

This course is a continuation of MUS 138. Emphasis is placed on orchestral techniques and the study and performance of a variety of styles and periods of orchestral and string ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. (1997SU)

MUS 238* Orchestra IV 0 2 0 1
Prerequisites: Take MUS 237
Corequisites: None

This course is a continuation of MUS 237. Emphasis is placed on orchestral techniques and the study and performance of a variety of styles and periods of orchestral and string ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. (1997SU)

MUS 241* Ensemble III 0 2 0 1
Prerequisites: Take MUS 142
Corequisites: None

This course is a continuation of MUS 142. Emphasis is placed on the development of performance skills and the study of a variety of styles and periods of ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. (1997SU)

MUS 242* Ensemble IV 0 2 0 1
Prerequisites: Take MUS 241
Corequisites: None

This course is a continuation of MUS 241. Emphasis is placed on the development of performance skills and the study of styles of ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. (1997SU)

MUS 251* Class Music III 0 2 0 1
Prerequisites: Take MUS 152
Corequisites: None

This course is a continuation of MUS 152. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. Colleges may use a letter suffix to designate a specific instrument or voice, for example MUS 251P for piano. (1997SU)

Class Lab Clinical Credit

MUS 252* Class Music IV 0 2 0 1
Prerequisites: Take MUS 251
Corequisites: None

This course is a continuation of MUS 251. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. Colleges may use a letter suffix to designate a specific instrument or voice, for example, MUS 252P for piano. (1997SU)

MUS 253* Big Band 0 2 0 1
Prerequisites: None
Corequisites: None

This course includes the Big Band instrumentation of five saxes, four trumpets, four trombones, and four-piece rhythm section (bass, piano, drums, and guitar). Emphasis is placed on learning the repertoire specifically written for Big Band instrumentation. Upon completion, students should be able to demonstrate skills needed to participate in performance of Big Band music. (1997SU)

MUS 260* Intro to Music Education 2 0 0 2
Prerequisites: Take MUS 121
Corequisites: None

This course provides an introduction to the music education profession. Emphasis is placed on creating successful music learning environments and the role of the music educator. Upon completion, students should be able to demonstrate knowledge and skills related to the philosophy and methods of teaching music. (2015FA)

MUS 261* Applied Music III 1 2 0 2
Prerequisites: Take MUS 162
Corequisites: None

This course is a continuation of MUS 162. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. Colleges may use a letter suffix to designate a specific instrument or voice, for example MUS 261P for piano. (1999FA)

MUS 262* Applied Music IV 1 2 0 2
Prerequisites: Take MUS 261
Corequisites: None

This course is a continuation of MUS 261. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. Colleges may use a letter suffix to designate a specific instrument or voice, for example MUS 262P for piano. (1999FA)

Courses designated with an asterisk (*) are college transfer courses. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

Class Lab Clinical Credit

NAS 101 Nurse Aide I 3 4 3 6
Prerequisites: None
Corequisites: None

This course includes basic nursing skills required to provide safe, competent personal care for individuals. Emphasis is placed on person-centered care, the aging process, communication, safety/emergencies, infection prevention, legal and ethical issues, vital signs, height and weight measurements, elimination, nutrition, basic restorative care/rehabilitation, dementia, mental health and end-of-life care. Upon completion, students should be able to demonstrate knowledge and skills and be eligible to test for listing on the North Carolina Nurse Aide I Registry. (2015SP)

NAS 102 Nurse Aide II 3 2 6 6
Prerequisites: Take NAS 101
Corequisites: None

This course provides training in Nurse Aide II tasks. Emphasis is placed on the role of the Nurse Aide II, sterile technique and specific tasks such as urinary catheterization, wound care, respiratory procedures, ostomy care, peripheral IV assistive activities, and alternative feeding methods. Upon completion, students should be able to demonstrate knowledge and skills and safe performance of skills necessary to be eligible for listing on the North Carolina Nurse Aide II Registry. (2015SP)

NAS 103 Home Health Care Nurse Aide 4 4 0 6
Prerequisites: Take NAS 101
Corequisites: None

This course provides advanced training for the currently listed Nurse Aide I enhancing specific skills needed when working in the home care setting. Topics include person-centered care, nutrition, hydration, patient and personal safety, mental health, dementia, behavioral challenges, pain management, palliative care, and stress management. Upon completion, students are eligible for listing as a home care nurse aide with the North Carolina Nurse Aide Registry. (2015SP)

NET 110 Networking Concepts 2 2 0 3
Prerequisites: None
Corequisites: None

This course introduces students to the networking field. Topics include network terminology and protocols, local-area networks, wide-area networks, OSI model, cabling, router programming, Ethernet, IP addressing, and network standards. Upon completion, students should be able to perform tasks related to networking mathematics, terminology, and models, media, Ethernet, subnetting, and TCP/IP Protocols. (2006SP)

Class Lab Clinical Credit

NET 111 Internetwk Arch & Design 2 2 0 3
Prerequisites: Take one: CIS 282 or NET 110
Corequisites: None

This course introduces the physical and logical design of local area networks, wide area networks, and networking devices used in the design implementation and integration. Topics include LAN segmentation, VLANS, IP addressing, router, switch, and server placement with an emphasis on design. Upon completion, students should be able to understand fundamental LAN and WAN design and the physical and logical aspects needed to achieve the design goal. (2006SP)

NET 116 Fund of Voice/Data Cable 2 2 0 3
Prerequisites: Take one: CIS 110 or CIS 111 or CTS 125
Corequisites: None

This introductory course to voice and data cabling focuses on cabling issues related to data and voice connections. Topics include skills in design documentation, determining cabling equipment, pulling, mounting and managing cable, selecting wiring closets, terminating cable, installing jacks, and testing cable. Upon completion, students should be able to understand of the industry, media and cabling, physical and logical networks, and signal transmission. (2006SP)

NET 125 Networking Basics 1 4 0 3
Prerequisites: None
Corequisites: None

This course introduces the architecture, structure, functions, components, and models of the Internet and computer networks. Topics include introduction to the principles of IP addressing and fundamentals of Ethernet concepts, media, and operations. Upon completion, students should be able to build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes. (2016FA)

NET 126 Routing Basics 1 4 0 3
Prerequisites: Take NET 125
Corequisites: None

This course focuses on initial router configuration, router software management, routing protocol configuration, TCP/IP, and access control lists (ACLs). Emphasis will be placed on the fundamentals of router configuration, managing router software, routing protocol, and access lists. Upon completion, students should have an understanding of routers and their role in WANs, router configuration, routing protocols, TCP/IP, troubleshooting, and ACLs. (2016FA)

NET 225 Routing & Switching I 1 4 0 3
Prerequisites: Take NET 126
Corequisites: None

This course focuses on advanced IP addressing techniques, intermediate routing protocols, command-line interface

Class Lab Clinical Credit

configuration of switches, Ethernet switching, VLANs, STP, and VTP. Emphasis will be placed on application and demonstration of skills acquired in pre-requisite courses. Upon completion, students should be able to perform tasks related to VLSM, routing protocols, switching concepts and configuration, STP, VLANs, and VTP. (2006SP)

NET 226 Routing & Switching II 1 4 0 3
Prerequisites: Take NET 225
Corequisites: None

This course introduces WAN theory and design, WAN technology, PPP, Frame Relay, ISDN, and additional case studies. Topics include network congestion problems, TCP/IP transport and network layer protocols, advanced routing and switching configuration, ISDN protocols, PPP encapsulation operations on a router. Upon completion, students should be able to provide solutions for network routing problems, identify ISDN protocols, and describe the Spanning Tree protocol. (2006SP)

NOS 110 Operating System Concepts 2 3 0 3
Prerequisites: None
Corequisites: Take one: CIS 110 or CIS 111

This course introduces students to a broad range of operating system concepts, including installation and maintenance. Emphasis is place on operating system concepts, management, maintenance, and resources required. Upon completion of this course, students will have an understanding of OS concepts, installation, management, maintenance, using a variety of operating systems. (2006SP)

NOS 130 Windows Single User 2 2 0 3
Prerequisites: Take one: CET 211 or CTI 130 or NOS 110
Corequisites: None

This course introduces operating system concepts for single-user systems. Topics include hardware management, file and memory management, system configuration/optimization, and utilities. Upon completion, students should be able to perform operating systems functions at the support level in a single-user environment. (2014FA)

NOS 230 Windows Admin I 2 2 0 3
Prerequisites: Take NOS 130
Corequisites: None

This course covers the installation and configuration of a Windows Server operating system. Emphasis is placed on the basic configuration of core network services, Active Directory and group policies. Upon completion, students should be able to install and configure a Windows Server operating system. (2014FA)

Class Lab Clinical Credit

NUC 110 Nuclear Reactor Systems 3 0 0 3
Prerequisites: Take one set:
Set 1: ENG 111 and MAT 121
Set 2: ENG 111 and MAT 171
Corequisites: Take NUC 120

This course provides an introduction to nuclear power plants. Topics include the description and function of each major component of the primary and secondary systems. Upon completion, students should be able to demonstrate a working knowledge of major nuclear energy power systems and processes including their application during refueling operations. (2012FA)

NUC 120 Nuclear Reactor Theory 4 0 0 4
Prerequisites: Take one set:
Set 1: ENG 111 and MAT 122
Set 2: ENG 111 and MAT
Corequisites: Take NUC 110

This course covers the fundamental operating theory of nuclear reactors used by electric utilities. Topics include nuclear fission, radioactivity, radiation, reactivity effects from control rods, fission products, and the burnable poisons created during reactor steady-state and transient operations. Upon completion, students should be able to demonstrate a working knowledge of the neutron life cycle, reactor kinetics, reactivity coefficients, and the effects from xenon (2012FA)

NUC 130 Applied NDE-Nuclear 1 2 0 2
Prerequisites: Take one: DRE 097 or ENG 095 or ENG 111 or RED 090
AND
Take one: MAT 121 and MAT 171
Corequisites: None

This course introduces the principles of nondestructive examination (NDE) of the quality of stainless steel pipe, reactor vessel, and nozzle welds. Topics include practical applications of visual inspection along with dye penetrant, magnetic particle, ultrasonic, and radiographic testing, of acceptable and unacceptable welds. Upon completion, students should be able to select and apply the proper testing method to detect surface and subsurface flaws. (2010SP)

NUC 210 Nuclear Steam Plant Systems 3 2 0 4
Prerequisites: Take NUC 110 and NUC 120
Corequisites: None

This course provides the student with detailed knowledge of the secondary systems in a nuclear power plant, their interface with the primary systems, and the operation and control of these components and systems. Topics include steam generators, main steam systems, condensate and feed water systems, main turbines, main generators and support, control systems, and plant auxiliary systems. Upon completion, students should be

Class Lab Clinical Credit

able to describe nuclear plant secondary systems, functioning of components, the interactions between the systems parts, the interactions between the various secondary systems, and the interactions between the secondary and primary systems and the control of these systems. (2012FA)

NUC 220 Nuclear Primary Plant Systems 3 2 0 4
Prerequisites: Take NUC110 and NUC 120
Corequisites: None

This course provides the student with detailed knowledge of the secondary systems in a nuclear power plant, their interface with the primary systems, and the operation and control of these components and systems. Topics include steam generators, main steam systems, condensate and feed water systems, main turbines, main generators and support, control systems, and plant auxiliary systems. Upon completion, students should be able to describe nuclear plant secondary systems, functioning of components, the interactions between the systems parts, the interactions between the various secondary systems, and the interactions between the secondary and primary systems and the control of these systems. (2012FA)

NUR 101 Practical Nursing I 7 6 6 11
Prerequisites: Enrollment in the Practical Nursing program
Corequisites: Take BIO 163 and PSY 150

This course introduces the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts within each domain including assessment, clinical decision making, professional behaviors, caring interventions, biophysical and psychosocial concepts, communication, collaboration, teaching/learning, safety, ethical principles, legal issues, informatics, and evidence-based practice. Upon completion, students should be able to provide safe nursing care across the lifespan incorporating the concepts identified in this course. (2015FA)

NUR 102 Practical Nursing II 7 0 9 10
Prerequisites: Take NUR 101
Corequisites: Take ENG 111 and PSY 241

This course is designed to further develop the concepts within the three domains of the individual, nursing, and healthcare. Emphasis is placed on the concepts within each domain including clinical decision making, caring interventions, biophysical and psychosocial concepts, communication, collaboration, teaching and learning, accountability, safety, informatics, and evidence-based practice. Upon completion, students should be able to provide safe nursing care across the lifespan incorporating the concepts identified in this course. (2015FA)

Class Lab Clinical Credit

NUR 103 Practical Nursing III 6 0 9 9
Prerequisites: Take NUR 102 and PSY 241
Corequisites: None

This course is designed to assimilate the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on biophysical and psychosocial concepts, professional behaviors, healthcare systems, health policy, and quality improvement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes necessary to provide safe, quality, and individualized entry level nursing care. (2015FA)

NUR 111 Intro to Health Concepts 4 6 6 8
Prerequisites: Admission to ADN Program
Corequisites: Take BIO 168 and PSY 150

This course introduces the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts within each domain including medication administration, assessment, nutrition, ethics, interdisciplinary teams, informatics, evidence-based practice, individual-centered care, and quality improvement. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course. (2009FA)

NUR 112 Health-Illness Concepts 3 0 6 5
Prerequisites: Take BIO 168 and NUR 111 and PSY 150
Corequisites: Take BIO 169 and PSY 241

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of acid-base, metabolism, cellular regulation, oxygenation, infection, stress/coping, health-wellness-illness, communication, caring interventions, managing care, safety, quality improvement, and informatics. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course. (2009FA)

NUR 113 Family Health Concepts 3 0 6 5
Prerequisites: Take BIO 169 and NUR 111 and NUR 114 and PSY 241
Corequisites: Take CIS 111

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of oxygenation, sexuality, reproduction, grief/loss, mood/affect, behaviors, development, family, health-wellness-illness, communication, caring interventions, managing care, safety, and advocacy. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course. (2009FA)

Class Lab Clinical Credit

NUR 114 Holistic Health Concepts 3 0 6 5
Prerequisites: Take NUR 111 and NUR 112
Corequisites: Take BIO 169 and PSY 241

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of cellular regulation, perfusion, inflammation, sensory perception, stress/coping, mood/affect, cognition, self, violence, health-wellness-illness, professional behaviors, caring interventions, and safety. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course. (2009FA)

NUR 211 Health Care Concepts 3 0 6 5
Prerequisites: Take NUR 111 and NUR 113
Corequisites: Take BIO 175 and ENG 111

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of cellular regulation, perfusion, infection, immunity, mobility, comfort, behaviors, health-wellness-illness, clinical decision-making, caring interventions, managing care, and safety. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course. (2009FA)

NUR 212 Health System Concepts 3 0 6 5
Prerequisites: Take NUR 111 and NUR 211
Corequisites: Take BIO 175 and ENG 111

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of grief/loss, violence, health-wellness-illness, collaboration, managing care, safety, advocacy, legal issues, policy, healthcare systems, ethics, accountability, and evidence-based practice. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course. (2009FA)

NUR 213 Complex Health Concepts 4 3 15 10
Prerequisites: Take BIO 175 and ENG 111 and NUR 111
Corequisites: Take one set:
  Set 1: ENG 114, NUR 112, NUR 113, NUR 114, NUR 211, and NUR 212
  Set 2: ENG 112, NUR 112, NUR 113, NUR 114, NUR 211, and NUR 212

This course is designed to assimilate the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of fluid/electrolytes, metabolism, perfusion, mobility, stress/coping, violence, health-wellness-illness, professional behaviors, caring interventions, managing care, healthcare systems, and quality improvement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes necessary to provide quality, individualized, entry level nursing care. (2011FA)

Class Lab Clinical Credit

NUT 110 Nutrition 3 0 0 3
Prerequisites: None
Corequisites: None

This course covers basic principles of nutrition and their relationship to human health. Topics include meeting nutritional needs of healthy people, menu modification based on special dietary needs, food habits, and contemporary problems associated with nutrition. Upon completion, students should be able to apply basic nutritional concepts as they relate to health and well-being. (2001FA)

OMT 156 Problem-Solving Skills 3 0 0 3
Prerequisites: None
Corequisites: None

This course provides a foundation for creating constructive relationships and presents the processes behind problem solving for groups and individuals. Emphasis is placed on building constructive relationships, confronting issues, winning support, and the basic processes of problem solving. Upon completion, students should be able to enhance relationships with others and apply a systematic approach to problem solving. (1997SU)

OST 131 Keyboarding 1 2 0 2
Prerequisites: None
Corequisites: None

This course covers basic keyboarding skills. Emphasis is placed on the touch system, correct techniques, and development of speed and accuracy. Upon completion, students should be able to key at an acceptable speed and accuracy level using the touch system. (1997SU)

OST 136 Word Processing 2 2 0 3
Prerequisites: Take one: CIS 110 or CIS 111 or OST 131
Corequisites: None

This course is designed to introduce word processing concepts and applications. Topics include preparation of a variety of documents and mastery of specialized software functions. Upon completion, students should be able to work effectively in a computerized word processing environment. (2008FA)

OST 148 Medical Coding, Billing and Insurance 3 0 0 3
Prerequisites: Take OST 248
Corequisites: None

This course introduces fundamentals of medical coding, billing, and insurance. Emphasis is placed on the medical billing cycle to include third party payers, coding concepts, and form preparation. Upon completion, students should be able to explain the life cycle of and accurately complete a medical insurance claim. (2008FA)

Class Lab Clinical Credit

OST 149 Med Legal Issues 3 0 0 3
Prerequisites: None
Corequisites: None

This course introduces the complex legal, moral, and ethical issues involved in providing health-care services. Emphasis is placed on the legal requirements of medical practices; the relationship of physician, patient, and office personnel; professional liabilities; and medical practice liability. Upon completion, students should be able to demonstrate a working knowledge of current medical law and accepted ethical behavior. (1999FA)

OST 164 Text Editing Applications 3 0 0 3
Prerequisites: Take one set:
Set 1: ENG 090 and RED 090
Set 2: ENG 098
Set 3: DRE 098
Corequisites: Take ENG 111

This course provides a comprehensive study of editing skills needed in the workplace. Emphasis is placed on grammar, punctuation, sentence structure, proofreading, and editing. Upon completion, students should be able to use reference materials to compose and edit text. (1997SU)

OST 241 Med Ofc Transcription I 1 2 0 2
Prerequisites: Take one set:
Set 1: BIO 163, MED 121, MED 122, OST 136, and OST 164
Set 2: BIO 168, MED 122, OST 136, OST 141, and OST 164
Set 3: BIO 168, MED 121, MED 122, OST 136, and OST 164
Set 4: BIO 163, MED 122, OST 136, OST 141, and OST 164
Corequisites: None

This course introduces machine transcription techniques as applied to medical documents. Emphasis is placed on accurate transcription, proofreading, and use of reference materials as well as vocabulary building. Upon completion, students should be able to prepare accurate and usable transcripts of voice recordings in the covered specialties. (1997SU)

OST 242 Med Ofc Transcription II 1 2 0 2
Prerequisites: Take OST 241
Corequisites: None

This course continues building transcription techniques as applied to medical documents. Emphasis is placed on accurate transcription and text editing, efficient use of reference materials, increasing transcription speed and accuracy, and improving understanding of medical terminology. Upon completion, students should be able to display competency in accurately transcribing medical documents. (2008FA)

Class Lab Clinical Credit

OST 243 Medical Office Simulation 2 2 0 3
Prerequisites: Take OST 131 and OST 148
Corequisites: None

This course introduces medical systems used to process information in the automated office. Topics include traditional and electronic information resources, storing and retrieving information, and the billing cycle. Upon completion, students should be able to use the computer accurately to schedule, bill, update, and make corrections. (1998FA)

OST 247 Procedure Coding 1 2 0 2
Prerequisites: Take one set:
Set 1: MED 121 and MED 122
Set 2: OST 141 and OST 142
Corequisites: None

This course provides in-depth coverage of procedural coding. Emphasis is placed on CPT and HCPCS coding systems. Upon completion, students should be able to properly code procedures and services performed in a medical facility. (2008FA)

OST 248 Diagnostic Coding 1 2 0 2
Prerequisites: Take one set:
Set 1: MED 121 and MED 122
Set 2: OST 141 and OST 142
Corequisites: None

This course provides an in-depth study of diagnostic coding. Emphasis is placed on ICD coding system. Upon completion, students should be able to properly code diagnoses in a medical facility. (2008FA)

OST 289 Administrative Office Mgt 2 2 0 3
Prerequisites: Take one set:
Set 1: OST 134, OST 148, and OST 164
Set 2: OST 136, OST 148, and OST 164
Corequisites: None

This course is designed to be a capstone course for the office professional and provides a working knowledge of modern office procedures. Emphasis is placed on scheduling, telephone procedures, travel arrangements, event planning, office design, and ergonomics. Upon completion, students should be able to adapt in an office environment. (2008FA)

OTA 110 Fundamentals of OT 2 3 0 3
Prerequisites: Enrollment in the Occupational Therapy Assistant Program
Corequisites: Take one set:
Set 1: BIO 165, OTA 120, and OTA 140
Set 2: BIO 168, OTA 120, and OTA 140

This course introduces occupational therapy theory, practice, philosophy, and principles. Emphasis is placed on providing a basic understanding of the profession as well as beginning to develop interaction and observation skills. Upon completion,

Class Lab Clinical Credit

students should be able to demonstrate basic understanding of OT practice options, uniform terminology, activity analysis, principles, process. philosophies, and frames of reference. Students will also begin exploration of medical terminology and abbreviations found within health care. (1997SU)

OTA 120 OT Media I 1 3 0 2
Prerequisites: Enrollment in the Occupational Therapy Assistant Program
Corequisites: Take OTA 110 and OTA 140

This course provides training in recognizing the therapeutic value of and using a wide variety of leisure, self-care, and work activities. Topics include crafts, games, personal care and work activities, as well as teaching and learning methods and styles. Upon completion, students should be able to design, select, and complete/perform leisure, self-care, and work activities that would be therapeutic for designated client populations. (1997SU)

OTA 130 Assessment Skills 2 3 0 3
Prerequisites: Take OTA 120 and OTA 140
Corequisites: Take OTA 110 and OTA 150 and OTA 161 and OTA 170

This course provides training in appropriate and accurate assessment and intervention skills related to sensory, movement, perceptual/cognitive, affective systems, and ADL skills. Topics include kinesiology, body mechanics, sensory, ROM, MMT, cognitive/perceptual, psychosocial, self-care, and work-related assessments; treatment approaches; and basics of group structure and dynamics. Upon completion, students should be able to administer various assessment tools and appropriate treatment approaches regarding sensation, movement, perception/cognition, affect, self-care, and work-related skills. (1997SU)

OTA 140 Professional Skills I 0 3 0 1
Prerequisites: Enrollment in the Occupational Therapy Assistant Program
Corequisites: Take OTA 110 and OTA 120

This course introduces the roles and responsibilities of COTAs/OTRs in OT practice and facilitates development of observation, documentation, and therapeutic use of self skills. Topics include Code of Ethics, roles/responsibilities, credentialing/licensing, documentation, therapeutic use of self and professional identity/behavior, supervisory relationships, time management, and observation skills. Upon completion, students should be able to demonstrate ethical behavior, discriminate between roles/responsibilities of COTAs/OTRs, and participate in acceptable supervision, documentation, and scheduling. (1997SU)

Class Lab Clinical Credit

OTA 150 Life Span Skills I 2 3 0 3
Prerequisites: Take OTA 110 and OTA 120 and OTA 140
Corequisites: Take OTA 130 and OTA 161 and PSY 241 and OTA 170

This course is designed to use knowledge gained from PSY 241 as it applies to OT practice from birth to adolescence. Topics include review of normal growth and development, identification/discussion of common disabilities/delays, assessment, treatment planning, and intervention approaches used with these populations. Upon completion, students should be able to identify/use assessments/screenings and interventions for infants through adolescents for selected disabilities/developmental delays in various settings. (1997SU)

OTA 161 Fieldwork I-Placement I 0 0 3 1
Prerequisites: Take OTA 110 and OTA 120 and OTA 140
Corequisites: Take OTA 130 and OTA 150 and OTA 170

This course provides introductory-level clinical training opportunities. Emphasis is placed on observational and basic interactional skills in a setting with a culturally diverse client population. Upon completion, students should be able to use observational and interactional skills to relate effectively with clients under the guidance/direction of fieldwork supervisors. (1997SU)

OTA 162 Fieldwork I-Placement II 0 0 3 1
Prerequisites: Take OTA 120 and OTA 140 and OTA 150 and OTA 161 and OTA 170
Corequisites: Take OTA 130 and OTA 220

This course provides introductory-level clinical training opportunities. Emphasis is placed on observational and basic interactional skills in a setting with a culturally diverse client population. Upon completion, students should be able to use observational and interactional skills to relate effectively with clients under the guidance/direction of fieldwork supervisors. (1997SU)

OTA 163 Fieldwork I-Placement III 0 0 3 1
Prerequisites: Take OTA 120 and OTA 140 and OTA 220
Corequisites: Take one set:
  Set 1: MED 121 and MED 122
  Set 2: OST 141, OST 142, OTA 130, OTA 180, OTA 240, and OTA 250

This course provides introductory-level clinical training opportunities. Emphasis is placed on observational and basic interactional skills in a setting with a culturally diverse client population. Upon completion, students should be able to use observational and interactional skills to relate effectively with clients under the guidance/direction of fieldwork supervisors. (1997SU)

Class Lab Clinical Credit

OTA 170 Physical Dysfunction 2 3 0 3
Prerequisites: Take OTA 110 and OTA 120 and OTA 140
Corequisites: Take OTA 130 and OTA 150 and OTA 161

This course is designed to provide knowledge and skills needed for working with individuals experiencing varied medical/physical conditions within their socioeconomic and cultural environments. Topics include medical terminology, common diagnoses, structures/functions that change with disease processes, assessment/treatment priorities for specific problems/conditions, treatment planning, and intervention. Upon completion, students should be able to recognize common symptoms, prioritize problems, and provide for patient safety and infection control when planning and implementing treatment. Kinesiology and fundamentals of movement analysis will also be included in this course. (1997SU)

OTA 180 Psychosocial Dysfunction 2 3 0 3
Prerequisites: Take OTA 220 and PSY 281
Corequisites: Take OTA 130 and OTA 163 and OTA 240 and OTA 250

This course uses theories/principles related to psychological/psychiatric health and illnesses and provides training in assessing/treating symptoms of dysfunction and therapeutic use of self and groups. Topics include psychiatric illnesses, symptoms of dysfunction, assessment and treatment of individuals, planning and facilitating therapeutic groups, client safety, and psychosocial aspects of practice. Upon completion, students should be able to effectively plan and conduct individual and group treatment for client conditions related to psychosocial dysfunction recognizing temporal/socioeconomic/cultural contexts. (1997SU)

OTA 220 Media II 1 6 0 3
Prerequisites: Take OTA 120 and OTA 130 and OTA 150 and OTA 161 and OTA 170
Corequisites: Take OTA 162

This course provides training in appropriate and accurate assessment and intervention skills related to orthotics, prosthetics, assistive devices, environmental controls, and ADA issues. Topics include ergonomics and hand function, splint selection/fabrication, changes that improve access for persons with disabilities, use of modalities in treatment, and computers in OT intervention. Upon completion, students should be able to demonstrate proficiency fabricating/monitoring orthotic devices, constructing/modifying assistive devices, using ADA guidelines, and using computers for therapeutic purposes. (1997SU)

OTA 240 Professional Skills II 0 3 0 1
Prerequisites: Take OTA 140 and OTA 220
Corequisites: Take OTA 163 and OTA 180 and OTA 250

This course builds upon and expands skills developed in OTA 140 with emphasis on documentation, supervisory relationships, involvement in the profession, and clinical management skills. Topics include clarification of roles/responsibilities, detailed examination of the supervisory process, professional participation in organizations, and the mechanics of assisting in clinic operations. Upon completion, students should be able to work effectively with a supervisor, plan/implement a professional activity, and perform routine clinic management tasks. (1997SU)

Class Lab Clinical Credit

OTA 250 Life Span Skills II 2 3 0 3
Prerequisites: Take OTA 220
Corequisites: Take OTA 163 and OTA 170 and OTA 180 and OTA 240 and PSY 241

This course uses knowledge gained from PSY 241 as it applies to OT practice from young adulthood through old age. Emphasis is placed on identification/discussion of common disabilities/chronic diseases, assessments, planning and interventions used with these populations, and activity programming. Upon completion, students should be able to identify/use assessments, interventions, and activities for adults with selected disabilities/losses in various settings. (1997SU)

OTA 260 Fieldwork II-Placement I 0 0 18 6
Prerequisites: Completion of all OTA Program Didactic Coursework
Corequisites: Take OTA 261

This course provides clinical experience under the direct supervision of experienced OTR or COTA personnel working in various practice settings. Emphasis is placed on final clinical preparation for entry-level practice in the profession. Upon completion, students should be able to meet all critical competencies established by the curriculum and AOTA guidelines for entry-level practice. (1997SU)

OTA 261 Fieldwork II-Placement II 0 0 18 6
Prerequisites: Completion of OTA Program Didactic Coursework
Corequisites: Take OTA 260

This course provides clinical experience under the direct supervision of experienced OTR or COTA personnel working in various practice settings. Emphasis is placed on final clinical preparation for entry-level practice in the profession. Upon completion, students should be able to meet all critical competencies established by the curriculum and AOTA guidelines for entry-level practice. (1997SU)

PBT 100 Phlebotomy Technology 5 2 0 6
Prerequisites: Enrollment in the Phlebotomy Technology program
Corequisites: Take PBT 101

This course provides instruction in the skills needed for the proper collection of blood and other specimens used for diagnostic testing. Emphasis is placed on ethics, legalities,

Class Lab Clinical Credit

medical terminology, safety and universal precautions, health care delivery systems, patient relations, anatomy and physiology, and specimen collection. Upon completion, students should be able to demonstrate competence in the theoretical comprehension of phlebotomy techniques. (1997SU)

PBT 101 Phlebotomy Practicum 0 0 9 3
Prerequisites: Enrollment in the Phlebotomy Technology Program
Corequisites: Take PBT 100

This course provides supervised experience in the performance of venipuncture and micro-collection techniques in a clinical facility. Emphasis is placed on patient interaction and application of universal precautions, proper collection techniques, special procedures, specimen handling, and data management. Upon completion, students should be able to safely perform procedures necessary for specimen collections on patients in various health care settings. (1997SU)

PED 110* Fit and Well for Life 1 2 0 2
Prerequisites: Take one: DRE 097 or ENG 085 or ENG 095 or ENG 111 or RED 080 or
Corequisites: None

This course is designed to investigate and apply the basic concepts and principles of lifetime physical fitness and other health-related factors. Emphasis is placed on wellness through the study of nutrition, weight control, stress management, and consumer facts on exercise and fitness. Upon completion, students should be able to plan a personal, lifelong fitness program based on individual needs, abilities, and interests. *Most PED 110 distance learning courses require membership at an approved commercial facility.* (1997SU)

PED 113* Aerobics I 0 3 0 1
Prerequisites: None
Corequisites: None

This course introduces a program of cardiovascular fitness involving continuous, rhythmic exercise. Emphasis is placed on developing cardiovascular efficiency, strength, and flexibility and on safety precautions. Upon completion, students should be able to select and implement a rhythmic aerobic exercise program. (1997SU)

PED 117* Weight Training I 0 3 0 1
Prerequisites: None
Corequisites: None

This course introduces the basics of weight training. Emphasis is placed on developing muscular strength, muscular endurance, and muscle tone. Upon completion, students should be able to establish and implement a personal weight training program. *This course requires membership to an approved commercial facility. Membership costs approximately $144.00 (subject to change). No textbook is required. The first class meeting is always on the CFCC campus, and subsequent classes will meet at the off-campus site.* (1997SU)

Class Lab Clinical Credit

PED 120* Walking for Fitness 0 3 0 1
Prerequisites: None
Corequisites: None

This course introduces fitness through walking. Emphasis is placed on stretching, conditioning exercises, proper clothing, fluid needs, and injury prevention. Upon completion, students should be able to participate in a recreational walking program. (1997SU)

PED 122* Yoga I 0 2 0 1
Prerequisites: None
Corequisites: None

This course introduces the basic discipline of yoga. Topics include proper breathing, relaxation techniques, and correct body positions. Upon completion, students should be able to demonstrate the procedures of yoga. (1997RF)

PED 123 Yoga II 0 2 0 1
Prerequisites: Take PED 122
Corequisites: None

This course introduces more detailed aspects of the discipline of yoga. Topics include breathing and physical postures, relaxation, and mental concentration. Upon completion, students should be able to demonstrate advanced procedures of yoga. (1997RF)

PED 125* Self-Defense-Beginning 0 2 0 1
Prerequisites: None
Corequisites: None

This course is designed to aid students in developing rudimentary skills in self-defense. Emphasis is placed on stances, blocks, punches, and kicks as well as non-physical means of self-defense. Upon completion, students should be able to demonstrate basic self-defense techniques of a physical and non-physical nature. (1997SU)

PED 128* Golf-Beginning 0 2 0 1
Prerequisites: None
Corequisites: None

This course emphasizes the fundamentals of golf. Topics include the proper grips, stance, alignment, swings for the short and long game, putting, and the rules and etiquette of golf. Upon completion, students should be able to perform the basic golf shots and demonstrate a knowledge of the rules and etiquette of golf. (1997RF)

Class Lab Clinical Credit

PED 129* Golf-Intermediate 0 2 0 1
Prerequisites: Take PED 128
Corequisites: None

This course covers the more advanced phases of golf. Emphasis is placed on refining the fundamental skills and learning more advanced phases of the games such as club selection, trouble shots, and course management. Upon completion, students should be able demonstrate the knowledge and ability to play a recreational round of golf. (1997SU)

PED 130* Tennis-Beginning 0 2 0 1
Prerequisites: None
Corequisites: None

This course emphasizes the fundamentals of tennis. Topics include basic strokes, rules, etiquette, and court play. Upon completion, students should be able to play recreational tennis. (1997RF)

PED 131* Tennis-Intermediate 0 2 0 1
Prerequisites: Take PED 130
Corequisites: None

This course emphasizes the refinement of playing skills. Topics include continuing the development of fundamentals, learning advanced serves, and strokes and pace and strategies in singles and doubles play. Upon completion, students should be able to play competitive tennis. *The first class meeting is always on the CFCC campus, subsequent classes will meet at an off-campus site.* (1997SU)

PED 143* Volleyball-Beginning 0 2 0 1
Prerequisites: None
Corequisites: None

This course covers the fundamentals of volleyball. Emphasis is placed on the basics of serving, passing, setting, spiking, blocking, and the rules and etiquette of volleyball. Upon completion, students should be able to participate in recreational volleyball. (1997SU)

PED 145* Basketball-Beginning 0 2 0 1
Prerequisites: None
Corequisites: None

This course covers the fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be able to participate in recreational basketball. (1997SU)

PED 149* Flag Football 0 2 0 1
Prerequisites: None
Corequisites: None

This course introduces the fundamentals and rules of flag football. Emphasis is placed on proper techniques and strategies for playing in game situations. Upon completion, students should be able to participate in recreational flag football. *The first class meeting is always on the CFCC campus, and subsequent classes will meet at an off-campus site.* (1997SU)

Class Lab Clinical Credit

PED 170* Backpacking 0 2 0 1
Prerequisites: None
Corequisites: None

This course covers the proper techniques for establishing a campsite, navigating in the wilderness, and planning for an overnight trip. Topics include planning for meals, proper use of maps and compass, and packing and dressing for extended periods in the outdoors. Upon completion, students should be able to identify quality backpacking equipment, identify the principles of no-trace camping, and successfully complete a backpacking experience. *This course requires an overnight camping trip. Contact Doc Wilson at dwilson@cfcc.edu for more information.* (1997SU)

PED 210* Team Sports 0 3 0 1
Prerequisites: None
Corequisites: None

This course introduces the fundamentals of popular American team sports. Emphasis is placed on rules, equipment, and motor skills used in various sports. Upon completion, students should be able to demonstrate knowledge of the sports covered. (1997SU)

PED 211* New Games 0 2 0 1
Prerequisites: None
Corequisites: None

This course includes explanation, demonstration, and participation in games that provide an alternative to traditional sports. Emphasis is placed on playing for pleasure rather than for competitive purposes. Upon completion, students should be able to participate and lead others in participating in non-competitive games. *The first class meeting is always on the CFCC campus, and subsequent classes will meet at an off-campus site.* (1997SU)

PED 216* Indoor Cycling 0 3 0 1
Prerequisites: None
Corequisites: None

This course is designed to promote physical fitness through indoor stationary cycling. Emphasis is placed on pedaling techniques, safety procedures, and conditioning exercises necessary for cycling. Upon completion, students should have improved cardiovascular and muscular endurance and be able to design and participate in a cycling for fitness program. *This course requires membership to an approved commercial facility. Membership costs approximately $144.00 (subject to change). No textbook is required. The first class meeting is always on the CFCC campus, and subsequent classes will meet at the off-campus site.* (2005RF)

Class Lab Clinical Credit

PED 219* Disc Golf 0 2 0 1
Prerequisites: None
Corequisites: None

This course introduces the fundamentals of disc golf. Emphasis is placed on basic throwing techniques, putting, distance driving, scoring, and single and doubles play. Upon completion, students should be able to perform the skills required in playing situations. *The first class meeting is always on the CFCC campus, and subsequent classes will meet at an off-campus site.* (2009SU)

PHI 210* History of Philosophy 3 0 0 3
Prerequisites: Take ENG 111
Corequisites: None

This course introduces fundamental philosophical issues through an historical perspective. Emphasis is placed on such figures as Plato, Aristotle, Lao-Tzu, Confucius, Augustine, Aquinas, Descartes, Locke, Kant, Wollstonecraft, Nietzsche, and Sartre. Upon completion, students should be able to identify and distinguish among the key positions of the philosophers studied. (1997SU)

PHI 215* Philosophical Issues 3 0 0 3
Prerequisites: Take ENG 111
Corequisites: None

This course introduces fundamental issues in philosophy considering the views of classical and contemporary philosophers. Emphasis is placed on knowledge and belief, appearance and reality, determinism and free will, faith and reason, and justice and inequality. Upon completion, students should be able to identify, analyze, and critically evaluate the philosophical components of an issue. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14] (2014FA)

PHI 220* Western Philosophy I 3 0 0 3
Prerequisites: Take ENG 111
Corequisites: None

This course covers Western intellectual and philosophic thought from the early Greeks through the medievalists. Emphasis is placed on such figures as the pre-Socratics, Plato, Aristotle, Epicurus, Epictetus, Augustine, Suarez, Anselm, and Aquinas. Upon completion, students should be able to trace the development of leading ideas regarding reality, knowledge, reason, and faith. (1997SU)

PHI 221 Western Philosophy II 3 0 0 3
Prerequisites: Take ENG 111
Corequisites: None

This course covers Western intellectual and philosophic thought from post-medievalists through recent thinkers. Emphasis is placed on such figures as Descartes, Spinoza, Leibnitz, Locke, Berkeley, Hume, Kant, Hegel, Marx, Mill, and representatives of pragmatism, logical positivism, and existentialism. Upon completion, students should be able to trace the development of leading ideas concerning knowledge, reality, science, society, and the limits of reason. (1997SU)

Class Lab Clinical Credit

PHI 230* Introduction to Logic 3 0 0 3
Prerequisites: Take ENG 111
Corequisites: None

This course introduces basic concepts and techniques for distinguishing between good and bad reasoning. Emphasis is placed on deduction, induction, validity, soundness, syllogisms, truth functions, predicate logic, analogical inference, common fallacies, and scientific methods. Upon completion, students should be able to analyze arguments, distinguish between deductive and inductive arguments, test validity, and appraise inductive reasoning. (1997SU)

PHI 240* Introduction to Ethics 3 0 0 3
Prerequisites: Take ENG 111
Corequisites: None

This course introduces theories about the nature and foundations of moral judgments and applications to contemporary moral issues. Emphasis is placed on moral theories such as consequentialism, deontology, and virtue ethics. Upon completion, students should be able to apply various ethical theories to moral issues such as abortion, capital punishment, poverty, war, terrorism, the treatment of animals, and issues arising from new technologies. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14] (2014FA)

PHM 110 Introduction to Pharmacy 3 0 0 3
Prerequisites: Enrollment In the Pharmacy Technology Program
Corequisites: None

This course introduces pharmacy practice and the technician's role in a variety of pharmacy settings. Topics include medical terminology and abbreviations, drug delivery systems, law and ethics, prescription and medication orders, and the health care system. Upon completion, students should be able to explain the role of pharmacy technicians,
read and interpret drug orders, describe quality assurance, and utilize pharmacy references. (2007FA)

PHM 111 Pharmacy Practice I 3 3 0 4
Prerequisites: Enrollment in the Pharmacy Technology Program
Corequisites: Take BIO 163 and PHM 110 and PHM 115 and PHM 115A

This course provides instruction in the technical procedures for preparing and dispensing drugs in the hospital and retail settings under supervision of a registered pharmacist. Topics include drug packaging and labeling, out-patient dispensing,

Class Lab Clinical Credit

hospital dispensing procedures, controlled substance procedures, inventory control, and non-sterile compounding. Upon completion, students should be able to perform basic supervised dispensing techniques in a variety of pharmacy settings. (1997SU)

PHM 115 Pharmacy Calculations 3 0 0 3
Prerequisites: None
Corequisites: Take BIO 163 and PHM 110 and PHM 111 and PHM 115A

This course provides an introduction to the metric, avoirdupois, and apothecary systems of measurement and the calculations used in pharmacy practice. Topics include ratio and proportion, dosage determinations, percentage preparations, reducing and enlarging formulas, dilution and concentration, aliquots, specific gravity and density, and flow rates. Upon completion, students should be able to correctly perform calculations required to properly prepare a medication order. (2007FA)

PHM 115A Pharmacy Calculations Lab 0 2 0 1
Prerequisites: None
Corequisites: Take BIO 163 and PHM 110 and PHM 111 and PHM 115

This course provides an opportunity to practice and perform calculations encountered in pharmacy practice. Emphasis is placed on ratio and proportion, dosage calculations, percentage, reduction/enlargement formulas, aliquots, flow rates, and specific gravity/density. Upon completion, students should be able to perform the calculations required to properly prepare a medication order. (1997SU)

PHM 118 Sterile Products 3 3 0 4
Prerequisites: Take PHM 110 and PHM 111
Corequisites: Take PHM 120 and PHM 136

This course provides an introduction to intravenous admixture preparation and other sterile products, including total parenteral nutrition and chemotherapy. Topics include aseptic techniques; facilities, equipment, and supplies utilized in admixture preparation; incompatibility and stability; laminar flow hoods; immunizations and irrigation solutions; and quality assurance. Upon completion, students should be able to describe and demonstrate the steps involved in preparation of intermittent and continuous infusions, total parenteral nutrition, and chemotherapy. (1997SU)

PHM 120 Pharmacology I 3 0 0 3
Prerequisites: Take PHM 110 and PHM 111
Corequisites: Take PHM 118 and PHM 136

This course introduces the study of the properties, effects, and therapeutic value of the primary agents in the major drug categories. Topics include nutritional products, blood modifiers, hormones, diuretics, cardiovascular agents, respiratory drugs, and gastrointestinal agents. Upon completion, students should be able to place major drugs into correct therapeutic categories and identify indications, side effects, and trade and generic names. (1997SU)

Class Lab Clinical Credit

PHM 125 Pharmacology II 3 0 0 3
Prerequisites: Take PHM 110 and PHM 111 and PHM 120
Corequisites: Take PHM 133 and PHM 140

This course provides a continuation of the study of the properties, effects, and therapeutic value of the primary agents in the major drug categories. Topics include autonomic and central nervous system agents, anti-inflammatory agents, and anti-infective drugs. Upon completion, students should be able to place major drugs into correct therapeutic categories and identify indications, side effects, and trade and generic names. (1997SU)

PHM 133 Pharmacy Clinical 0 0 9 3
Prerequisites: None
Corequisites: None

This course provides an opportunity to work in pharmacy settings under a pharmacist's supervision. Emphasis is placed on effective communication with personnel, developing proper employee attitude, and dispensing of medications. Upon completion, students should be able to demonstrate an understanding of pharmacy operations, utilize references, dispense medications, prepare patient charges, and efficiently operate computers. (1997SU)

PHM 135 Pharmacy Clinical 0 0 15 5
Prerequisites: None
Corequisites: None

This course provides an opportunity to work in pharmacy settings under a pharmacist's supervision. Emphasis is placed on effective communication with personnel, developing proper employee attitude, and dispensing of medications. Upon completion, students should be able to demonstrate an understanding of pharmacy operations, utilize references, dispense medications, prepare patient charges, and efficiently operate computers. (1997SU)

PHM 136 Pharmacy Clinical 0 0 18 6
Prerequisites: Take PHM 110 and PHM 111
Corequisites: Take PHM 118 and PHM 120

This course provides an opportunity to work in pharmacy settings under a pharmacist's supervision. Emphasis is placed on effective communication with personnel, developing proper employee attitude, and dispensing of medications. Upon completion, students should be able to demonstrate an understanding of pharmacy operations, utilize references, dispense medications, prepare patient charges, and efficiently operate computers. (1997SU)

Class Lab Clinical Credit

PHM 140 Trends in Pharmacy 2 0 0 2
Prerequisites: Take PHM 110 and PHM 111
Corequisites: Take PHM 125 and PHM 133 and PHM 140

This course covers the major issues, trends, and concepts in contemporary pharmacy practice. Topics include professional ethics, continuing education, job placement, and the latest developments in pharmacy technician practice. Upon completion, students should be able to demonstrate a basic knowledge of the topics discussed. (1997SU)

PHM 150 Hospital Pharmacy 3 3 0 4
Prerequisites: None
Corequisites: Take PHM 118

This course provides an in-depth study of hospital pharmacy practice. Topics include hospital organizational structure, committee functions, utilization of reference works, purchasing and inventory control, drug delivery systems, and intravenous admixture preparation. Upon completion, students should be able to explain hospital organization/ committee functions, interpret and enter patient orders, fill unit-dose cassettes, and prepare intravenous admixtures. (1997SU)

PHM 155 Community Pharmacy 2 2 0 3
Prerequisites: Take PHM 110 and PHM 111 and PHM 125 and PHM 118
Corequisites: None

This course covers the operational procedures relating to retail pharmacy. Emphasis is placed on a general knowledge of over-the-counter products, prescription processing, business/ inventory management, and specialty patient services. Upon completion, students should be able to provide technical assistance and support to the retail pharmacist. (1997SU)

PHM 160 Pharm Dosage Forms 3 0 0 3
Prerequisites: Take PHM 125 and PHM 118
Corequisites: None

This course is a study of pharmaceutical dosage forms and considerations in their manufacture. Topics include bioavailability, routes of administration, tablets, capsules, solutions, syrups, suspensions, elixirs, aerosols, transdermals, topicals, ophthalmics, otics, and other dosage forms. Upon completion, students should be able to describe the characteristics of the major dosage forms and explain how these characteristics affect the action of the drug. (1997SU)

PHM 165 Pharmacy Prof Practice 2 0 0 2
Prerequisites: None
Corequisites: None

This course provides a general overview of all aspects of pharmacy technician practice. Emphasis is placed on pharmacy law, calculations, compounding, pharmacology, and pharmacy operations. Upon completion, students should be able to demonstrate competence in the areas required for the Pharmacy Technician Certification Examination. (1997SU)

Class Lab Clinical Credit

PHM 265 Professional Issues 3 0 0 3
Prerequisites: Take PHM 165
Corequisites: None

This course provides a comprehensive discussion of topics common to the practice of the pharmacy technician. Emphasis is placed on application of professional competencies including legal/ethical issues, leadership/management concepts and employability skills. Upon completion, students should be able to demonstrate competence in pharmacy workplace skills and leadership/management roles. (2009SP)

PHY 110* Conceptual Physics 3 0 0 3
Prerequisites: Take one: DRE 098 or ENG 095 or ENG 111 or RED 090
Corequisites: Take PHY 110A

This course provides a conceptually-based exposure to the fundamental principles and processes of the physical world. Topics include basic concepts of motion, forces, energy, heat, electricity, magnetism, and the structure of matter and the universe. Upon completion, students should be able to describe examples and applications of the principles studied. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14] (1997SU)

PHY 110A* Conceptual Physics Lab 0 2 0 1
Prerequisites: Take one: DRE 098 or ENG 095 or ENG 111 or RED 090
Corequisites: Take PHY 110

This course is a laboratory for PHY 110. Emphasis is placed on laboratory experiences that enhance materials presented in PHY 110. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in PHY 110. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in PHY 110. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14] (1997SU)

PHY 131 Physics-Mechanics 3 2 0 4
Prerequisites: Take one: DRE 098 or ENG 095 or ENG 111 or RED 090
Take MAT 121 or MAT 171
Corequisites: None

This algebra/trigonometry-based course introduces fundamental physical concepts as applied to engineering technology fields. Topics include systems of units, problem-solving methods, graphical analysis, vectors, motion, forces, Newton's laws of motion, work, energy, power, momentum, and properties of matter. Upon completion, students should be able to apply the principles studied to applications in engineering technology fields. (2014FA)

Courses designated with an asterisk (*) are college transfer courses. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

Class Lab Clinical Credit

PHY 132 Physics-Elec & Magnetism 3 2 0 4
Prerequisites: Take PHY 131
Corequisites: None

This algebra/trigonometry-based course is a study of fundamental physical concepts as applied to engineering technology fields. Topics include systems of units, problem-solving methods, graphical analysis, waves, electricity, magnetism, circuits, transformers, motors, and generators. Upon completion, students should be able to apply the principles studied to applications in engineering technology fields. (1997SU)

PHY 151* College Physics I 3 2 0 4
Prerequisites: Take MAT 171
Corequisites: None

This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vectors, linear kinematics and dynamics, energy, power, momentum, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14] (2014FA)

PHY 152* College Physics II 3 2 0 4
Prerequisites: Take PHY 151
Corequisites: None

This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14] (1997SU)

PLU 110 Modern Plumbing 4 15 0 9
Prerequisites: None
Corequisites: None

This course introduces the tools, equipment, and materials associated with the plumbing industry. Topics include safety, use and care of tools, recognition and assembly of fittings and pipes, and other related topics. Upon completion, students should be able to safely assemble various pipes and fittings in accordance with state code requirements. (1997SU)

Class Lab Clinical Credit

PLU 111 Intro to Basic Plumbing 1 3 0 2
Prerequisites: None
Corequisites: None

This course introduces basic plumbing tools, materials, and fixtures. Topics include standard tools, materials, and fixtures used in basic plumbing systems and other related topics. Upon completion, students should be able to demonstrate an understanding of a basic plumbing system. (1997SU)

PLU 120 Plumbing Applications 4 15 0 9
Prerequisites: None
Corequisites: None

This course covers general plumbing layout, fixtures, and water heaters. Topics include drainage, waste and vent pipes, water service and distribution, fixture installation, water heaters, and other related topics. Upon completion, students should be able to safely install common fixtures and systems in compliance with state and local building codes. (1997SU)

PLU 130 Plumbing Systems 3 9 0 6
Prerequisites: None
Corequisites: None

This course covers the maintenance and repair of plumbing lines and fixtures. Emphasis is placed on identifying and diagnosing problems related to water, drain and vent lines, water heaters, and plumbing fixtures. Upon completion, students should be able to identify and diagnose needed repairs to the plumbing system. (1997SU)

PLU 140 Intro to Plumbing Codes 1 2 0 2
Prerequisites: None
Corequisites: None

This course covers plumbing industry codes and regulations. Emphasis is placed on North Carolina regulations and the minimum requirements for plumbing materials and design. Upon completion, students should be able to research and interpret North Carolina plumbing codes. (1997SU)

PLU 150 Plumbing Diagrams 1 2 0 2
Prerequisites: None
Corequisites: None

This course introduces sketching diagrams and interpretation of blueprints applicable to the plumbing trades. Emphasis is placed on plumbing plans for domestic and/or commercial buildings. Upon completion, students should be able to sketch plumbing diagrams applicable to the plumbing trades. (1997SU)

Class Lab Clinical Credit

PLU 160 Plumbing Estimates 1 2 0 2
Prerequisites: None
Corequisites: None

This course covers techniques for estimating quantities of materials and cost of installation for various types of plumbing systems. Topics include design of systems, codes, material take-offs, pricing, and public relations. Upon completion, students should be able to order materials needed for installation from a designed system. (1997SU)

PMT 110 Introduction to Project Management 3 0 0 3
Prerequisites: Take BUS 110
Corequisites: None

This course introduces project management fundamentals and principles for organizing, planning, implementing, and controlling non-routine activities to achieve schedule, budget and performance objectives. Topics include project life cycles; work breakdown structures; responsibility matrixes; as well as planning and control methods such as PERT/CPM and Gantt charts. Upon completion, students should be able to demonstrate knowledge, strategies, and techniques needed to create and execute plans for project development and management. (2008FA)

POL 110* Intro Political Science 3 0 0 3
Prerequisites: Take one: DRE 098 or ENG 095 or ENG 111 or RED 090
Corequisites: None

This course introduces basic political concepts used by governments and addresses a wide range of political issues. Topics include political theory, ideologies, legitimacy, and sovereignty in democratic and non-democratic systems. Upon completion, students should be able to discuss a variety of issues inherent in all political systems and draw logical conclusions in evaluating these systems. (1997SU)

POL 120* American Government 3 0 0 3
Prerequisites: Take one: DRE 098 or ENG 095 or ENG 111 or RED 090
Corequisites: None

This course is a study of the origins, development, structure, and functions of American government. Topics include the constitutional framework, federalism, the three branches of government including the bureaucracy, civil rights and liberties, political participation and behavior, and policy process. Upon completion, students should be able to demonstrate an understanding of the basic concepts and participatory processes of the American political system. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14] (2014FA)

Class Lab Clinical Credit

POL 130* State & Local Government 3 0 0 3
Prerequisites: Take one: DRE 098 or ENG 095 or ENG 111 or RED 090
Corequisites: None

This course includes state and local political institutions and practices in the context of American federalism. Emphasis is placed on procedural and policy differences as well as political issues in state, regional, and local governments of North Carolina. Upon completion, students should be able to identify and discuss various problems associated with intergovernmental politics and their effect on the community and the individual. (1997SU)

POL 210* Comparative Government 3 0 0 3
Prerequisites: Take one: DRE 098 or ENG 095 or ENG 111 or RED 090
Corequisites: None

This course provides a cross-national perspective on the government and politics of contemporary nations such as Great Britain, France, Germany, and Russia. Topics include each country's historical uniqueness, key institutions, attitudes and ideologies, patterns of interaction, and current political problems. Upon completion, students should be able to identify and compare various nations' governmental structures, processes, ideologies, and capacity to resolve major problems. (1997SU)

POL 220* International Relations 3 0 0 3
Prerequisites: Take one: DRE 098 or ENG 095 ENG 111 or RED 090
Corequisites: None

This course provides a study of the effects of ideologies, trade, armaments, and alliances on relations among nation-states. Emphasis is placed on regional and global cooperation and conflict, economic development, trade, non-governmental organizations, and international institutions such as the World Court and UN. Upon completion, students should be able to identify and discuss major international relationships, institutions, and problems. (1997SU)

POL 250* Intro to Political Theory 3 0 0 3
Prerequisites: Take one: DRE 098 or ENG 095 or ENG 111 or RED 090
Corequisites: None

This course introduces students to normative political theory and examines basic questions and issues about the nature and purpose of politics. Emphasis is placed on the classical and modern political theories of Plato, Aristotle, Machiavelli, Hobbes, Locke, Rousseau, Mill, and Marx. Upon completion, students should be able to discuss and evaluate normative political theories about the nature and purpose of politics. (2011SP)

Courses designated with an asterisk (*) are college transfer courses. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

Class Lab Clinical Credit

PSY 118 Interpersonal Psychology 3 0 0 3
Prerequisites: Take one: DRE 098 or ENG 095 or ENG 111 or RED 090
Corequisites: None

This course introduces the basic principles of psychology as they relate to personal and professional development. Emphasis is placed on personality traits, communication/leadership styles, effective problem solving, and cultural diversity as they apply to personal and work environments. Upon completion, students should be able to demonstrate an understanding of these principles of psychology as they apply to personal and professional development. (1997SU)

PSY 150* General Psychology 3 0 0 3
Prerequisites: Take one: DRE 098 or ENG 095 or RED 090
Corequisites: None

This course provides an overview of the scientific study of human behavior. Topics include history, methodology, biopsychology, sensation, perception, learning, motivation, cognition, abnormal behavior, personality theory, social psychology, and other relevant topics. Upon completion, students should be able to demonstrate a basic knowledge of the science of psychology. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14] (1997SU)

PSY 211* Psychology of Adjustment 3 0 0 3
Prerequisites: Take PSY 150
Corequisites: None

This course introduces the study of the adjustment process focusing on contemporary challenges individuals must deal with in everyday life. Topics include theories of behavior, career choices, self-understanding, coping mechanisms, human relationships, intimacy, sociocultural factors influencing healthy personal adjustment, and other related topics. Upon completion, students should be able to demonstrate an awareness of the processes of adjustment. (1997SU)

PSY 241* Developmental Psych 3 0 0 3
Prerequisites: Take PSY 150
Corequisites: None

This course is a study of human growth and development. Emphasis is placed on major theories and perspectives as they relate to the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span. (1997SU)

PSY 259* Human Sexuality 3 0 0 3
Prerequisites: Take PSY 150
Corequisites: None

This course provides the biological, psychological, and sociocultural aspects of human sexuality and related research. Topics include reproductive biology, sexual and psychosexual development, sexual orientation, contraception, sexually transmitted diseases, sexual disorders, theories of sexuality, and related issues. Upon completion, students should be able to demonstrate an overall knowledge and understanding of human sexuality. (1997SU)

Class Lab Clinical Credit

PSY 263* Educational Psychology 3 0 0 3
Prerequisites: Take PSY 150
Corequisites: None

This course examines the application of psychological theories and principles to the educational process and setting. Topics include learning and cognitive theories, achievement motivation, teaching and learning styles, teacher and learner roles, assessment, and developmental issues. Upon completion, students should be able to demonstrate an understanding of the application of psychological theory to educational practice. (1997SU)

PSY 265 Behavioral Modification 3 0 0 3
Prerequisites: Take PSY 150
Corequisites: None

This course is an applied study of factors influencing human behavior and strategies for behavioral change. Emphasis is placed on cognitive-behavioral theory, behavioral assessment, practical applications of conditioning techniques, and maintenance of adaptive behavior patterns. Upon completion, students should be able to implement basic learning principles to effect behavioral changes in self and others. (1997SU)

PSY 281* Abnormal Psychology 3 0 0 3
Prerequisites: Take PSY 150
Corequisites: None

This course provides an examination of the various psychological disorders, as well as theoretical, clinical, and experimental perspectives of the study of psychopathology. Emphasis is placed on terminology, classification, etiology, assessment, and treatment of the major disorders. Upon completion, students should be able to distinguish between normal and abnormal behavior patterns as well as demonstrate knowledge of etiology, symptoms, and therapeutic techniques. (1997SU)

RAD 110 Rad Intro & Patient Care 2 3 0 3
Prerequisites: None
Corequisites: Take RAD 111 and RAD 151

This course provides an overview of the radiography profession and student responsibilities. Emphasis is placed on basic principles of patient care, radiation protection, technical factors, and medical terminology. Upon completion, students should be able to demonstrate basic skills in these areas. (1997SU)

Class Lab Clinical Credit

RAD 111 RAD Procedures I 3 3 0 4
Prerequisites: None
Corequisites: Take RAD 110 and RAD 151

This course provides the knowledge and skills necessary to perform standard radiographic procedures. Emphasis is placed on radiography of the chest, abdomen, extremities, spine, and pelvis. Upon completion, students should be able to demonstrate competence in these areas. (1997SU)

RAD 112 RAD Procedures II 3 3 0 4
Prerequisites: Take RAD 110 and RAD 111 and RAD 151
Corequisites: None

This course provides the knowledge and skills necessary to perform standard radiographic procedures. Emphasis is placed on radiography of the skull, bony thorax, and gastrointestinal, biliary, and urinary systems. Upon completion, students should be able to demonstrate competence in these areas. (1997SU)

RAD 121 Radiographic Imaging I 2 3 0 3
Prerequisites: Take RAD 110 and RAD 111 and RAD 151
Corequisites: Take RAD 112 and RAD 161

This course provides the basic principles of imaging. Emphasis is placed on the factors that impact density, contrast, recorded detail, and distortion. Upon completion, students should be able to demonstrate an understanding of basic radiographic imaging. (2014SP)

RAD 122 Radiographic Imaging II 1 3 0 2
Prerequisites: Take RAD 112 and RAD 121 and RAD 161
Corequisites: Take RAD 131 and RAD 171

This course provides advanced principles of imaging including digital radiography. Emphasis is placed on the factors that impact brightness, contrast, recorded detail, and distortion. Upon completion, students should be able to demonstrate an understanding of advanced principles of imaging. (2010SP)

RAD 131 Radiographic Physics I 1 3 0 2
Prerequisites: Take RAD 121
Corequisites: Take RAD 122 and RAD 171

This course introduces the principles of radiation characteristics and production. Emphasis is placed on imaging equipment. Upon completion, students should be able to demonstrate a basic understanding of radiation characteristics and production. (2014SP)

RAD 151 RAD Clinical Ed I 0 0 6 2
Prerequisites: None
Corequisites: Take RAD 110 and RAD 111

This course introduces patient management and basic radiographic procedures in the clinical setting. Emphasis is placed on mastering positioning of the chest and extremities, manipulating equipment, and applying principles of ALARA. Upon completion, students should be able to demonstrate successful completion of clinical objectives. (1997SU)

Class Lab Clinical Credit

RAD 161 RAD Clinical Ed II 0 0 15 5
Prerequisites: Take RAD 110 and RAD 111 and RAD 151
Corequisites: Take RAD 112 and RAD 121

This course provides additional experience in patient management and in more complex radiographic procedures. Emphasis is placed on mastering positioning of the spine, pelvis, head and neck, and thorax and adapting procedures to meet patient variations. Upon completion, students should be able to demonstrate successful completion of clinical objectives. (1997SU)

RAD 171 RAD Clinical Ed III 0 0 12 4
Prerequisites: Take RAD 112 and RAD 121 and RAD 161
Corequisites: Take RAD 122 and RAD 131

This course provides experience in patient management specific to fluoroscopic and advanced radiographic procedures. Emphasis is placed on applying appropriate technical factors to all studies and mastering positioning of gastrointestinal and urological studies. Upon completion, students should be able to demonstrate successful completion of clinical objectives. (1997SU)

RAD 181 RAD Clinical Elective 0 0 3 1
Prerequisites: Enrollment in the Radiography Program
Corequisites: None

This course provides advanced knowledge of clinical applications. Emphasis is placed on enhancing clinical skills. Upon completion, students should be able to successfully complete the clinical course objectives. (1997SU)

RAD 211 RAD Procedures III 2 3 0 3
Prerequisites: Take RAD 122 and RAD 131 and RAD 171
Corequisites: Take RAD 231 and RAD 241 and RAD 251

This course provides the knowledge and skills necessary to perform standard and specialty radiographic procedures. Emphasis is placed on radiographic specialty procedures, sectional anatomy, and advanced imaging. Upon completion, students should be able to demonstrate an understanding of these areas. (2014SP)

RAD 231 Radiographic Physics II 1 3 0 2
Prerequisites: Take RAD 171 or RAD 131
Corequisites: Take RAD 211 and RAD 241 and RAD 251

This course provides advanced principles of radiation characteristics and production including digital imaging and Computed Tomography (CT). Emphasis is placed on imaging equipment. Upon completion, students should be able to demonstrate an understanding of radiation characteristics and production. (2014SP)

Class Lab Clinical Credit

RAD 241 Radiobiology Protection 2 0 0 2
Prerequisites: Take RAD 122 and RAD 131 and RAD 171
Corequisites: Take RAD 211 and RAD 231 and RAD 251

This course covers the principles of radiation protection and radiobiology. Topics include the effects of ionizing radiation on body tissues, protective measures for limiting exposure to the patient and personnel, and radiation monitoring devices. Upon completion, students should be able to demonstrate an understanding of the effects and uses of radiation in diagnostic radiology. (2005FA)

RAD 245 Image Analysis 1 3 0 2
Prerequisites: Take RAD 211 and RAD 231 and RAD 241 and RAD 251
Corequisites: Take RAD 261 and RAD 271

This course provides an overview of image analysis and introduces methods of quality management. Topics include image evaluation, pathology, quality control, and quality assurance. Upon completion, students should be able to demonstrate a basic knowledge of image analysis and quality management. (2014SP)

RAD 251 RAD Clinical Ed IV 0 0 21 7
Prerequisites: Take RAD 122 and RAD 131 and RAD 171
Corequisites: Take RAD 211 and RAD 231 and RAD 241

This course provides the opportunity to continue mastering all basic radiographic procedures and to attain experience in advanced areas. Emphasis is placed on equipment operation, pathological recognition, pediatric and geriatric variations, and a further awareness of radiation protection requirements. Upon completion, students should be able to demonstrate successful completion of clinical objectives. (1997SU)

RAD 261 RAD Clinical Ed V 0 0 21 7
Prerequisites: Take RAD 251
Corequisites: Take RAD 245 and RAD 271

This course is designed to enhance expertise in all radiographic procedures, patient management, radiation protection, and image production and evaluation. Emphasis is placed on developing an autonomous approach to the diversity of clinical situations and successfully adapting to those procedures. Upon completion, students should be able to demonstrate successful completion of clinical objectives. (2014SP)

RAD 271 Radiography Capstone 0 3 0 1
Prerequisites: Take RAD 211 and RAD 231 and RAD 241 and RAD 251
Corequisites: Take RAD 245 and RAD 261

This course provides an opportunity to exhibit problem-solving skills required for certification. Emphasis is placed on critical thinking and integration of didactic and clinical components. Upon completion, students should be able to demonstrate the knowledge required of an entry-level radiographer. (2005SU)

Class Lab Clinical Credit

RAD 281 RAD Clinical Elective 0 0 3 1
Prerequisites: Take RAD 161
Corequisites: None

This course provides advanced knowledge of clinical applications. Emphasis is placed on enhancing clinical skills. Upon completion, students should be able to successfully complete the clinical course objectives. (1997SU)

REL 110* World Religions 3 0 0 3
Prerequisites: Take one: DRE 098 or ENG 095 or ENG 111 or RED 090
Corequisites: None

This course introduces the world's major religious traditions. Topics include Primal religions, Hinduism, Buddhism, Islam, Judaism, and Christianity. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. (1997SU)

REL 111* Eastern Religions 3 0 0 3
Prerequisites: Take one: DRE 098 or ENG 095 or ENG 111 or RED 090
Corequisites: None

This course introduces the major Asian religious traditions. Topics include Hinduism, Buddhism, Taoism, Confucianism, and Shinto. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. (1997SU)

REL 112* Western Religions 3 0 0 3
Prerequisites: Take one: DRE 098 or ENG 095 or ENG 111 or RED 090
Corequisites: None

This course introduces the major western religious traditions. Topics include Zoroastrianism, Islam, Judaism, and Christianity. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. (1997SU)

REL 211* Intro to Old Testament 3 0 0 3
Prerequisites: Take one: DRE 098 or ENG 095 or ENG 111 or RED 090
Corequisites: None

This course is a survey of the literature of the Hebrews with readings from the law, prophets, and other writings. Emphasis is placed on the use of literary, historical, archeological, and cultural analysis. Upon completion, students should be able to use the tools of critical analysis to read and understand Old Testament literature. (1997SU)

Class Lab Clinical Credit

REL 212* Intro to New Testament 3 0 0 3
Prerequisites: Take one: DRE 098 or ENG 095 or ENG 111 or RED 090
Corequisites: None

This course is a survey of the literature of first-century Christianity with readings from the gospels, Acts, and the Pauline and pastoral letters. Topics include the literary structure, audience, and religious perspective of the writings, as well as the historical and cultural context of the early Christian community. Upon completion, students should be able to use the tools of critical analysis to read and understand New Testament literature. (1997SU)

REL 221* Religion in America 3 0 0 3
Prerequisites: Take one: DRE 098 or ENG 095 or ENG 111 or RED 090
Corequisites: None

This course is an examination of religious beliefs and practice in the United States. Emphasis is placed on mainstream religious traditions and non-traditional religious movements from the Colonial period to the present. Upon completion, students should be able to recognize and appreciate the diversity of religious traditions in America. (1997SU)

RLS 112 Broker Prelicensing 5 0 0 5
Prerequisites: None
Corequisites: None

This course provides basic instruction in real estate principles and practices. Topics include law, finance, brokerage, closing, valuation, management, taxation, mathematics, construction, land use, property insurance, and NC License Law and Commission Rules. Upon completion, students should be able to demonstrate basic knowledge and skills necessary for real estate sales. (2007SP)

RLS 113 Real Estate Mathematics 2 0 0 2
Prerequisites: None
Corequisites: None

This course provides basic instruction in business mathematics applicable to real estate situations. Topics include area computations, percentage of profit/loss, bookkeeping and accounting methods, appreciation and depreciation, financial calculations and interest yields, property valuation, insurance, taxes, and commissions. Upon completion, students should be able to demonstrate proficiency in applied real estate mathematics. (1997SU)

RLS 121 Broker Relationships 2 0 0 2
Prerequisites: Take RLS 112
Corequisites: None

This course provides post-licensing instruction in broker relationships and responsibilities when working with residential sellers and buyers. Topics include agency relationships and duties, agency contracts and disclosure, and the practical aspects of working with residential buyers and sellers. Upon completion, students should be able to demonstrate knowledge and skills necessary to effectively work with residential buyers/sellers according to law and prevailing practices. (2007FA)

RLS 122 Contracts and Closing 2 0 0 2
Prerequisites: Take RLS 112
Corequisites: None

This course provides post-licensing instruction in broker responsibilities relating to real estate sales contracts, contract procedures, the Real Estate Settlement Procedures Act and closings. Topics include contract law concepts, residential sales contract preparation and procedures, closing procedures and closing statement preparation. Upon completion, students should be able to handle sales contract negotiations, prepare residential sales contracts, assist sellers/buyers prepare for closing and verify closing statements. (2007FA)

RLS 123 Select Real Estate Issues 2 0 0 2
Prerequisites: Take RLS 112
Corequisites: None

This course provides post-licensing instruction in real estate on selected topics of special importance to licensees. Topics include commercial real estate brokerage, residential property management, land use controls, loan fraud, license law, fair housing, establishing a brokerage firm, and manufactured/modular homes. Upon completion, students should be able to demonstrate knowledge of commercial real estate brokerage, residential property management, and the other topics addressed in this course. (2007FA)

SEC 110 Security Concepts 2 2 0 3
Prerequisites: None
Corequisites: None

This course introduces the concepts and issues related to securing information systems and the development of policies to implement information security controls. Topics include the historical view of networking and security, security issues, trends, security resources, and the role of policy, people, and processes in information security. Upon completion, students should be able to identify information security risks, create an information security policy, and identify processes to implement and enforce policy. (2013SP)

SEC 160 Security Administration I 2 2 0 3
Prerequisites: Take one set:
  Set 1: SEC 110 and NET 110
  Set 2: SEC 110 and NET 125
Corequisites: None

This course provides an overview of security administration and fundamentals of designing security architectures. Topics include networking technologies, TCP/IP concepts, protocols,

Class Lab Clinical Credit

network traffic analysis, monitoring, and security best practices. Upon completion, students should be able to identify normal network traffic using network analysis tools and design basic security defenses. (2016FA)

SEC 260 Security Admin II 2 2 0 3
Prerequisites: Take NET 125 and NET 126 and SEC 160
Corequisites: None

This course provides the skills necessary to design and implement information security controls. Topics include advanced networking and TCP/IP concepts, network vulnerability analysis, and monitoring. Upon completion, students should be able to distinguish between normal and anomalous network traffic, identify common network attack patterns, and implement security solutions. This course incorporates Cisco Networking Security curriculum components; therefore, students should enter the course with a fundamental understanding of Cisco networking and routing. (2006SP)

SOC 210* Introduction to Sociology 3 0 0 3
Prerequisites: Take one: DRE 098 or ENG 095 or ENG 111 or RED 090
Corequisites: None

This course introduces the scientific study of human society, culture, and social interactions. Topics include socialization, research methods, diversity and inequality, cooperation and conflict, social change, social institutions, and organizations. Upon completion, students should be able to demonstrate knowledge of sociological concepts as they apply to the interplay among individuals, groups, and societies. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14] (1997SU)

SOC 213* Sociology of the Family 3 0 0 3
Prerequisites: Take one: DRE 098 or ENG 095 or ENG 111 or RED 090
Corequisites: None

This course covers the institution of the family and other intimate relationships. Emphasis is placed on mate selection, gender roles, sexuality, communication, power and conflict, parenthood, diverse lifestyles, divorce and remarriage, and economic issues. Upon completion, students should be able to analyze the family as a social institution and the social forces which influence its development and change. (1997SU)

SOC 220* Social Problems 3 0 0 3
Prerequisites: Take one: DRE 098 or ENG 095 or ENG 111 or RED 090
Corequisites: None

This course provides an in-depth study of current social problems. Emphasis is placed on causes, consequences, and possible solutions to problems associated with families, schools, workplaces, communities, and the environment. Upon completion, students should be able to recognize, define, analyze, and propose solutions to these problems. (1997SU)

Class Lab Clinical Credit

SOC 230* Race and Ethnic Relations 3 0 0 3
Prerequisites: Take one: DRE 098 or ENG 095 or ENG 111 or RED 090
Corequisites: None

This course includes an examination of the various aspects of race and ethnicity and how these lead to different experiences, opportunities, problems, and contributions. Topics include prejudice, discrimination, perceptions, myths, stereotypes, and intergroup relationships. Upon completion, students should be able to identify and analyze relationships among racial and ethnic groups within the larger society. (1997SU)

SOC 240* Social Psychology 3 0 0 3
Prerequisites: Take one: DRE 098 or ENG 095 or ENG 111 or RED 090
Corequisites: None

This course examines the influence of culture and social groups on individual behavior and personality. Emphasis is placed on the process of socialization, communication, conformity, deviance, interpersonal attraction, intimacy, race and ethnicity, small group experiences, and social movements. Upon completion, students should be able to identify and analyze cultural and social forces that influence the individual in a society. (1997SU)

SOC 242* Sociology of Deviance 3 0 0 3
Prerequisites: Take SOC 210
Corequisites: None

This course provides an overview of deviant behavior and the processes involved in its definition, causation, prevention, control, and treatment. Topics include theories of causation, social control, delinquency, victimization, criminality, the criminal justice system, punishment, rehabilitation, and restitution. Upon completion, students should be able to identify and analyze issues surrounding the nature and development of social responses to deviance. (1997SU)

SON 110 Intro to Sonography 1 3 3 3
Prerequisites: None
Corequisites: None

This course provides an introduction to medical sonography. Topics include applications, sonographic terminology, history, patient care, ethics, and basic skills. Upon completion, students should be able to define professionalism and sonographic applications and perform basic patient care skills and preliminary scanning techniques. (1997SU)

	Class	Lab	Clinical	Credit
SON 111 Sonographic Physics	3	3	0	4

Prerequisites: None
Corequisites: None

This course introduces ultrasound physical principles, bioeffects, and sonographic instrumentation. Topics include sound wave mechanics, transducers, sonographic equipment, Doppler physics, bioeffects, and safety. Upon completion, students should be able to demonstrate knowledge of sound wave mechanics, transducers, sonography equipment, the Doppler effect, bioeffects, and safety. (2013FA)

	Class	Lab	Clinical	Credit
SON 120 SON Clinical Ed I	0	0	15	5

Prerequisites: Take SON 110
Corequisites: None

This course provides active participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations. (1997SU)

	Class	Lab	Clinical	Credit
SON 121 SON Clinical Ed II	0	0	15	5

Prerequisites: Take SON 120
Corequisites: None

This course provides continued active participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations. (1997SU)

	Class	Lab	Clinical	Credit
SON 130 Abdominal Sonography I	2	3	0	3

Prerequisites: None
Corequisites: None

This course introduces abdominal and small parts sonography. Emphasis is placed on the sonographic anatomy of the abdomen and small parts with correlated laboratory exercises. Upon completion, students should be able to recognize and acquire basic abdominal and small parts images. (1997SU)

	Class	Lab	Clinical	Credit
SON 131 Abdominal Sonography II	1	3	0	2

Prerequisites: Take SON 130
Corequisites: None

This course covers abdominal and small parts pathology recognizable on sonograms. Emphasis is placed on abnormal sonograms of the abdomen and small parts with correlated sonographic cases. Upon completion, students should be able to recognize abnormal pathological processes in the abdomen and on small parts sonographic examinations. (1997SU)

	Class	Lab	Clinical	Credit
SON 140 Gynecological Sonography	2	0	0	2

Prerequisites: Take SON 110
Corequisites: None

This course is designed to relate gynecological anatomy and pathology to sonography. Emphasis is placed on gynecological relational anatomy, endovaginal anatomy, and gynecological pathology. Upon completion, students should be able to recognize normal and abnormal gynecological sonograms. (1997SU)

	Class	Lab	Clinical	Credit
SON 220 Sonography Clinical Ed III	0	0	24	8

Prerequisites: Take SON 121
Corequisites: None

This course provides continued active participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations. (1997SU)

	Class	Lab	Clinical	Credit
SON 221 SON Clinical Ed IV	0	0	24	8

Prerequisites: Take SON 220
Corequisites: None

This course provides continued active participation off campus in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations. (1997SU)

	Class	Lab	Clinical	Credit
SON 225 Case Studies	0	3	0	1

Prerequisites: Take one: SON 110 or CVS 163
Corequisites: None

This course offers the opportunity to present interesting cases found during clinical education. Emphasis is placed on presentation methods which integrate patient history, laboratory results, and sonographic findings with reference to current literature. Upon completion, students should be able to correlate information necessary for complete presentation of case studies. (1999FA)

	Class	Lab	Clinical	Credit
SON 241 Obstetrical Sonography I	2	0	0	2

Prerequisites: Take SON 110
Corequisites: None

This course covers normal obstetrical sonography techniques, the normal fetal environment, and abnormal first trimester pregnancy states. Topics include gestational dating, fetal anatomy, uterine environment, and first trimester complications. Upon completion, students should be able to produce gestational sonograms which document age, evaluate the uterine environment, and recognize first trimester complications. (1997SU)

SON 242 Obstetrical Sonography II 2 0 0 2
Prerequisites: Take SON 241
Corequisites: None

This course covers second and third trimester obstetrical complications and fetal anomalies. Topics include abnormal fetal anatomy and physiology and complications in the uterine environment. Upon completion, students should be able to identify fetal anomalies, fetal distress states, and uterine pathologies. (1997SU)

SON 250 Vascular Sonography 1 3 0 2
Prerequisites: Take SON 111
Corequisites: None

This course provides an in-depth study of the anatomy and pathology of the vascular system. Topics include peripheral arterial, peripheral venous, and cerebrovascular disease testing. Upon completion, students should be able to identify normal vascular anatomy and recognize pathology of the vascular system. (2013FA)

SON 272 Advanced Pathology 0 3 0 1
Prerequisites: Take SON 110
Corequisites: None

This course is designed to concentrate on complex pathological states seen on sonograms. Emphasis is placed on systemic diseases and multi-organ disease states as seen on sonograms. Upon completion, students should be able to research, present, and discuss system diseases presented on sonograms. (1997SU)

SON 289 Sonographic Topics 2 0 0 2
Prerequisites: Take SON 110
Corequisites: None

This course provides an overview of sonographic topics in preparation for certification examinations. Emphasis is placed on registry preparation. Upon completion, students should be able to demonstrate a comprehensive knowledge of sonography and be prepared for the registry examinations. (2009SP)

SPA 111* Elementary Spanish I 3 0 0 3
Prerequisites: Take one: DRE 097 or ENG 085 or ENG 095 or ENG 111 or RED 080 or RED 090
Corequisites: Take SPA 181

This course introduces the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness. Students who have completed two units of foreign language in high school are advised to take the CLEP (College Level Examination for Placement) before registering for SPA 111. The CLEP is given daily at the University of North Carolina-Wilmington Testing Center and requires a fee. Students should make an appointment by calling 910-362-7444. CFCC discourages students from taking elementary levels of global languages if they have had satisfactory grades in high school language courses. (1997SU)

SPA 112* Elementary Spanish II 3 0 0 3
Prerequisites: Take SPA 111
Corequisites: Take SPA 182

This course is a continuation of SPA 111 focusing on the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Spanish and demonstrate further cultural awareness. (1997SU)

SPA 120 Spanish for the Workplace 3 0 0 3
Prerequisites: None
Corequisites: None

This course offers applied Spanish for the workplace to facilitate basic communication with people whose native language is Spanish. Emphasis is placed on oral communication and career-specific vocabulary that targets health, business, and/or public service professions. Upon completion, students should be able to communicate at a functional level with native speakers and demonstrate cultural sensitivity. (1997SU)

SPA 141* Culture and Civilization 3 0 0 3
Prerequisites: None
Corequisites: None

This course provides an opportunity to explore issues related to the Hispanic world. Topics include historical and current events, geography, and customs. Upon completion, students should be able to identify and discuss selected topics and cultural differences related to the Hispanic world. (1997SU)

SPA 161* Cultural Immersion 2 3 0 3
Prerequisites: Take SPA 111
Corequisites: None
This course explores Hispanic culture through intensive study on campus and field experience in a host country or comparable area within the United States. Topics include an overview of linguistic, historical, geographical, sociopolitical, economic, and/or artistic concerns of the area visited. Upon completion, students should be able to exhibit first-hand knowledge of issues pertinent to the host area and demonstrate understanding of cultural differences. (2014SU)

Class Lab Clinical Credit

SPA 181* Spanish Lab 1 0 2 0 1
Prerequisites: Take one: DRE 097 or ENG 085 or ENG 095 or ENG 111 or RED 080 or RED 090
Corequisites: Take SPA 111

This course provides an opportunity to enhance acquisition of the fundamental elements of the Spanish language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of various supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness. Students who have completed two units of foreign language in high school are advised to take the CLEP (College Level Examination for Placement) before registering for SPA 111. The CLEP is given daily at the University of North Carolina-Wilmington Testing Center and requires a fee. Students should make an appointment by calling 910-362-7444. CFCC discourages students from taking elementary levels of global languages if they have had satisfactory grades in high school language courses. (1997SU)

SPA 182* Spanish Lab 2 0 2 0 1
Prerequisites: Take SPA 111 and SPA 181
Corequisites: Take SPA 112

This course provides an opportunity to enhance acquisition of the fundamental elements of the Spanish language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of various supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Spanish and demonstrate cultural awareness. (2015FA)

SPA 211* Intermediate Spanish I 3 0 0 3
Prerequisites: Take SPA 112
Corequisites: None

This course provides a review and expansion of the essential skills of the Spanish language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. (1997SU)

SPA 212* Intermediate Spanish II 3 0 0 3
Prerequisites: Take SPA 211
Corequisites: None

This course provides a continuation of SPA 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. (1997SU)

Class Lab Clinical Credit

SPA 215 Spanish Phonetics/Structure 3 0 0 3
Prerequisites: None
Corequisites: None

This course is designed to improve the understanding of Spanish phonetics and the structure of the Spanish language. Topics include the structure of the Spanish language, phonology, morphology, and syntax. Upon completion, students should have an understanding of the phonetics and structure of the Spanish language and be able to contrast the structure of the Spanish and English languages. (1999FA)

SPA 221* Spanish Conversation 3 0 0 3
Prerequisites: Take SPA 212
Corequisites: None

This course provides an opportunity for intensive communication in spoken Spanish. Emphasis is placed on vocabulary acquisition and interactive communication through the discussion of media materials and authentic texts. Upon completion, students should be able to discuss selected topics, express ideas and opinions clearly, and engage in formal and informal conversations. (1997SU)

SPA 231* Reading and Composition 3 0 0 3
Prerequisites: Take SPA 212
Corequisites: None

This course provides an opportunity for intensive reading and composition in Spanish. Emphasis is placed on the use of literary and cultural materials to enhance and expand reading and writing skills. Upon completion, students should be able to demonstrate in writing an in-depth understanding of assigned readings. (1997SU)

SPA 281* Spanish Lab 3 0 2 0 1
Prerequisites: Take SPA 182
Corequisites: Take SPA 211

This course provides an opportunity to enhance the review and expansion of the essential skills of the Spanish language. Emphasis is placed on the study of authentic and representative literary and cultural texts through the use of various supplementary learning media and materials. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. (1997SU)

SPA 282* Spanish Lab 4 0 2 0 1
Prerequisites: Take SPA 281
Corequisites: Take SPA 212

This course provides an opportunity to enhance the review and expansion of the essential skills of the Spanish language. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts through the use of various supplementary learning media and materials. Upon completion, students should be able to communicate

Class Lab Clinical Credit

spontaneously and accurately with increasing complexity and sophistication. (1997SU)

SPI 113 Intro to Spanish Interpreting 3 0 0 3
Prerequisites: Take ENG 111
Corequisites: None

This course introduces the field of interpreting, interpretation models, cognitive processes associated with interpretation, professional ethical standards, employment opportunities, and working conditions. Topics include specialized jargon, code of ethics, interpreter assessments/qualifications, and protocol associated with various settings. Upon completion, students should be able to explain the rationale for placement of interpreters and apply ethical standards to a variety of working situations. (1999FA)

SPI 114 Analytical Skills Spanish Interpreting 3 0 0 3
Prerequisites: None
Corequisites: None

This course is designed to improve cognitive processes associated with interpreting, listening, short-term memory, semantic equivalence, visual/auditory processing, thought organization and logic. Emphasis is placed on developing skills necessary to generate equivalent messages between Spanish and English. Upon completion, students should be able to consecutively interpret non-technical, interactive messages between Spanish and English. (1999FA)

SPI 213 Review of Grammar 3 0 0 3
Prerequisites: None
Corequisites: None

This course is designed to review the common elements of Spanish grammar in oral and written form. Emphasis is placed on the fundamental grammatical concepts of the Spanish language. Upon completion, students should be able to demonstrate comprehension and correct usage of specified grammatical concepts in both oral and written form. (1999FA)

SPI 214 Intro to Translation 3 0 0 3
Prerequisites: None
Corequisites: None

This course is designed to improve the quality of Spanish to English and English to Spanish translation. Emphasis is placed on the practice of Spanish to English and English to Spanish translation in a variety of prose styles. Upon completion, students should be able to demonstrate the usage and understanding of the processes involved in translating. (1999FA)

Class Lab Clinical Credit

SPI 221 Consecutive Interp I 3 0 0 3
Prerequisites: None
Corequisites: None

This course introduces skills of consecutive interpretation used by professional interpreters. Topics include memory development, note taking, sight translation and non-verbal communication. Upon completion, students should be able to apply consecutive interpretation techniques in a variety of role-playing situations and settings. (2001FA)

SPI 241 Legal Interpreting I 2 3 0 3
Prerequisites: None
Corequisites: Take SPI 221 and WBL 111

This course is designed for students planning to specialize in legal interpreting in areas such as the courtroom, attorney offices and law enforcement. Emphasis is placed on the development of legal terminology vocabulary and application of legal standards. Upon completion, students should be able to consecutively interpret and provide on-sight translation renderings of basic messages in a variety of legal settings. (2014FA)

SPI 243 Medical Interpreting I 2 3 0 3
Prerequisites: None
Corequisites: Take SPI 221 and WBL 111

This course is designed for students planning to specialize in medical interpreting in settings such as hospitals, physicians' offices and clinics. Emphasis is placed on the development of medical terminology vocabulary through active role-play. Upon completion, students should be able to apply medical interpretation techniques in a variety of medical situations. (2014FA)

SPI 245 Community Interpreting I 2 3 0 3
Prerequisites: None
Corequisites: None

This course is designed to expose students to interpreting in areas such as social services, business and industry. Emphasis is placed on the development of social services, business and industry vocabulary through role-play. Upon completion, students should be able to consecutively interpret basic messages in a variety of social services, business and industry situations. (2001FA)

SST 110 Intro to Sustainability 3 0 0 3
Prerequisites: None
Corequisites: None

This course introduces sustainability issues and individual contributions toward environmental sustainability. Topics include management processes needed to maximize renewable/non-renewable energy resources, economics of sustainability, and reduction of environmental impacts. Upon completion, students should be able to discuss sustainability practices

Class Lab Clinical Credit

and demonstrate an understanding of their effectiveness and impacts. (2009FA)

SST 120 Energy Use Analysis 2 2 0 3
Prerequisites: Take DMA 010 and DMA 020 and DMA 030
Corequisites: None

This course introduces the principles of analyzing energy use, energy auditing tools and techniques, conservation techniques, and calculating energy savings. Topics include building system control theory, calibrating digital controls, energy loss calculations, and applicable conservation techniques. Upon completion, students should be able to demonstrate an understanding of energy use, audits, and controls in the analysis of energy consumption. (2009FA)

SST 130 Modeling Renewable Energy 2 2 0 3
Prerequisites: None
Corequisites: None

This course introduces software and other technologies used for modeling renewable energy systems. Topics include renewable energy modeling software applications, data analysis, renewable energy sources, and cost of renewable energy systems. Upon completion, students should be able to use appropriate technology to model the effectiveness of renewable energy systems. (2009FA)

SST 140 Green Building and Design Concepts 3 0 0 3
Prerequisites: None
Corequisites: None

This course is designed to introduce the student to sustainable building design and construction principles and practices. Topics include sustainable building rating systems and certifications, energy efficiency, indoor environmental quality, sustainable building materials and water use. Upon completion, students should be able to identify the principles and practices of sustainable building design and construction. (2013FA)

SST 210 Issues in Sustainability 3 0 0 3
Prerequisites: Take SST 110
Corequisites: None

This course introduces the long-term impacts and difficulties of applying sustainability concepts in an organization, business, or society. Topics include the application of sustainable technologies and the analysis of affordability, efficiencies, recycling, and small and large-scale design. Upon completion, students should be able to recognize the possible limitations of sustainable technologies and be prepared to reconcile such conflicts. (2009FA)

Class Lab Clinical Credit

SST 250 Sustain Capstone Project 1 6 0 3
Prerequisites: Take SST 110
Corequisites: None

This course introduces an integrated team approach to a sustainability topic of interest to students, faculty, or professional community. Topics include problem identification, proposal preparation, conceptual design, and an effective project work schedule. Upon completion, students should be able to integrate the many facets of a topic based on environmental sustainability into a completed project. (2009FA)

SUR 110 Intro to Surg Tech 3 0 0 3
Prerequisites: None
Corequisites: Take SUR 111

This course provides a comprehensive study of peri-operative care, patient care concepts, and professional practice concepts within the profession of surgical technology. Topics include: introductory concepts, organizational structure and relationships, legal, ethical and moral issues, medical terminology, pharmacology, anesthesia, wound healing management concepts, and the technological sciences. Upon completion, students should be able to apply theoretical knowledge of the course topics to the practice of surgical technology. (2012SP)

SUR 111 Periop Patient Care 5 6 0 7
Prerequisites: None
Corequisites: Take SUR 110

This course provides the surgical technology student the theoretical knowledge required to function in the pre-operative, intra-operative, and post-operative role. Topics include asepsis, disinfection and sterilization, physical environment, instrumentation, equipment, peri-operative patient care, and peri-operative case management. Upon completion, students should be able to apply the principles and practice of the peri-operative team member to the operative environment. (2012SP)

SUR 122 Surgical Procedures I 5 3 0 6
Prerequisites: Take SUR 110 and SUR 111
Corequisites: Take SUR 123

This course provides an introduction to selected basic and intermediate surgical specialties that students are exposed to the first clinical rotation. Emphasis is placed on related surgical anatomy, pathology, and procedures that enhance theoretical knowledge of patient care, instrumentation, supplies, and equipment. Upon completion, students should be able to correlate, integrate, and apply theoretical knowledge of the course topics to the clinical operative environment. (2006FA)

Class Lab Clinical Credit

SUR 123 SUR Clinical Practice I 0 0 21 7
Prerequisites: Take SUR 110 and SUR 111
Corequisites: Take SUR 122

This course provides clinical experience with a variety of perioperative assignments to build upon skills learned in SUR 111. Emphasis is placed on the scrub and circulating roles of the surgical technologist including aseptic technique and basic case preparation for selected surgical procedures. Upon completion, students should be able to prepare, assist with, and dismantle basic surgical cases in both the scrub and circulating roles. (1997SU)

SUR 134 Surgical Procedures II 5 0 0 5
Prerequisites: Take SUR 123 or STP 101
Corequisites: None

This course provides a comprehensive study of intermediate and advanced surgical specialties that students are exposed to in the second clinical rotation. Emphasis is placed on related surgical anatomy, pathology, and procedures that enhance theoretical knowledge of patient care, instrumentation, supplies, and equipment. Upon completion, students should be able to correlate, integrate, and apply theoretical knowledge of the course topics to the clinical operative environment. (2006FA)

SUR 135 SUR Clinical Practice II 0 0 12 4
Prerequisites: Take SUR 123
Corequisites: Take SUR 134

This course provides clinical experience with a variety of perioperative assignments to build skills required for complex perioperative patient care. Emphasis is placed on greater technical skills, critical thinking, speed, efficiency, and autonomy in the operative setting. Upon completion, students should be able to function in the role of an entry-level surgical technologist. (2010FA)

SUR 137 Prof Success Prep 1 0 0 1
Prerequisites: Take SUR 123
Corequisites: Take SUR 134 and SUR 135

This course provides employability skills and an overview of theoretical knowledge in preparation for certification. Topics include test-taking strategies, resume preparation, interviewing strategies, communication skills, and teamwork concepts. Upon completion, students should be able to prepare a resume, demonstrate appropriate interview techniques, and identify strengths and weaknesses in preparation for certification. (2012SP)

SUR 210 Adv SUR Clinical Practice 0 0 6 2
Prerequisites: None
Corequisites: None

This course is designed to provide individualized experience in advanced practice, education, circulating, and managerial skills. Emphasis is placed on developing and demonstrating proficiency in skills necessary for advanced practice. Upon completion, students should be able to assume leadership roles in a chosen specialty area. (2010FA)

Class Lab Clinical Credit

SUR 211 Adv Theoretical Concepts 2 0 0 2
Prerequisites: None
Corequisites: None

This course covers theoretical knowledge required for extension of the surgical technologist role. Emphasis is placed on advanced practice in complex surgical specialties, educational methodologies, and managerial skills. Upon completion, students should be able to assume leadership roles in a chosen specialty area. (2010FA)

TNE 245 Netwk Perimeter Security 2 3 0 3
Prerequisites: Take CET 240
Corequisites: None

This course introduces a variety of ways to implement security into network designs and upgrades. Topics include securing the network through the use of access lists, routers, firewalls, IPchains, and stateful packet filtering. Upon completion, students should be able to demonstrate a variety of techniques to harden the network from outside threats. (2007FA)

TNE 255 Network Servers 2 3 0 3
Prerequisites: Take one: CET 130 or CTS 220 or NOS 110
Corequisites: None

This course covers the activities and methods required to assure productive and reliable operation of network servers. Topics include planning, installing, configuring, and maintaining servers, including knowledge of server-level hardware implementations, operating systems, data storage subsystems, data recovery, and I/O subsystems. Upon completion, students should be able to configure and maintain a network server. (2007FA)

TRF 110 Intro Turfgrass Cult & ID 3 2 0 4
Prerequisites: None
Corequisites: None

This course covers the principles of reproduction, growth development, species characteristics, establishment and maintenance of golf courses and sports fields, and lawns. Topics include principles of reproduction, growth development, species characteristics, establishment and maintenance of golf courses and sports fields, and lawn applications. Upon completion, students should be able to identify turfgrass species and develop an establishment and maintenance plan for high quality turf areas in accordance with sustainable practices. (2013FA)

	Class	Lab	Clinical	Credit
TRN 110 Intro to Transport Tech	1	2	0	2

Prerequisites: None
Corequisites: None

This course covers workplace safety, hazardous materials, environmental regulations, hand tools, service information, basic concepts, vehicle systems, and common transportation industry terminology. Topics include familiarization with major vehicle systems, proper use of various hand and power tools, material safety data sheets, and personal protective equipment. Upon completion, students should be able to demonstrate appropriate safety procedures, identify and use basic shop tools, and describe government regulations regarding transportation repair facilities. (2013FA)

	Class	Lab	Clinical	Credit
TRN 120 Basic Transp Electricity	4	3	0	5

Prerequisites: Take one: DRE 097 or ENG 085 or ENG 095 or ENG 111 or RED 080 or RED 090
Corequisites: None

This course covers basic electrical theory, wiring diagrams, test equipment, and diagnosis, repair and replacement of batteries, starters, and alternators. Topics include Ohm's Law, circuit construction, wiring diagrams, circuit testing, and basic troubleshooting. Upon completion, students should be able to properly use wiring diagrams, diagnose, test, and repair basic wiring, battery, starting, charging, and electrical concerns. (2013FA)

	Class	Lab	Clinical	Credit
TRN 130 Intro to Sustainable Transp	2	2	0	3

Prerequisites: None
Corequisites: None

This course provides an overview of alternative fuels and alternative fuel vehicles. Topics include composition and use of alternative fuels including compressed natural gas, biodiesel, ethanol, hydrogen, and synthetic fuels, hybrid/electric, and vehicles using alternative fuels. Upon completion, students should be able to identify alternative fuel vehicles, explain how each alternative fuel delivery system operates, and perform minor repairs. (2013FA)

	Class	Lab	Clinical	Credit
TRN 140 Transp Climate Control	1	2	0	2

Prerequisites: None
Corequisites: None

This course covers the theory of refrigeration and heating, electrical/electronic/pneumatic controls, and diagnosis and repair of climate control systems. Topics include diagnosis and repair of climate control components and systems, recovery/recycling of refrigerants, and safety and environmental regulations. Upon completion, students should be able to diagnose and repair vehicle climate control systems. (2013FA)

	Class	Lab	Clinical	Credit
TRN 140A Trnsp Climate Cont Lab	1	2	0	2

Prerequisites: None
Corequisites: Take TRN 140

This course provides experiences for enhancing student skills in the diagnosis and repair of transportation climate control systems. Emphasis is placed on reclaiming, recovery, recharging, leak detection, climate control components, diagnosis, air conditioning equipment, tools and safety. Upon completion, students should be able to describe the operation, diagnose, and safely service climate control systems using appropriate tools, equipment, and service information. (2013FA)

	Class	Lab	Clinical	Credit
TRN 145 Adv Transp Electronics	2	3	0	3

Prerequisites: Take TRN 120
Corequisites: None

This course covers advanced transportation electronic systems including programmable logic controllers, on-board data networks, telematics, high voltage systems, navigation, collision avoidance systems and electronic accessories. Topics include interpretation of wiring schematics, reprogramming PLC's, diagnosing and testing data networks and other electronic concerns. Upon completion, students should be able to reprogram PLC's, diagnose and test data networks and other electronic concerns, and work safely with high voltage systems. (2013FA)

	Class	Lab	Clinical	Credit
TRN 180 Basic Welding for Transp	1	4	0	3

Prerequisites: None
Corequisites: None

This course covers the terms and procedures for welding various metals used in the transportation industry with an emphasis on personal safety and environmental health. Topics include safety and precautionary measures, setup/operation of MIG equipment, metal identification methods, types of welds/joints, techniques, inspection methods, cutting processes and other related issues. Upon completion, students should be able to demonstrate a basic knowledge of welding operations and safety procedures according to industry standard. (2013FA)

	Class	Lab	Clinical	Credit
TRP 100 Truck Driver Training	6	18	0	12

Prerequisites: None
Corequisites: None

This course provides training in inspecting and driving tractor trailers and assuming driver responsibilities on the road and at pickup and delivery points. Emphasis is placed on defensive driving, federal motor carrier safety regulations, trip planning, cargo handling, vehicle systems, hours of service, and accident prevention. Upon completion, students should be able to demonstrate the skills required for the commercial driver's license and employment. (1997SU)

Class Lab Clinical Credit

WBL 110 World of Work 0 0 10 1
Prerequisites: None
Corequisites: None

This course covers basic knowledge necessary for gaining and maintaining employment. Topics include job search skills, work ethic, meeting employer expectations, workplace safety, and human relations. Upon completion, students should be able to successfully make the transition from school to work. (2014FA)

WBL 111 Work-Based Learning I 0 0 10 1
Prerequisites: None
Corequisites: None

This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. (2014FA)

WBL 112 Work-Based Learning I 0 0 20 2
Prerequisites: None
Corequisites: None

This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. (2014FA)

WBL 113 Work-Based Learning I 0 0 30 3
Prerequisites: None
Corequisites: None

This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. (2014FA)

WBL 115 Work-Based Learning Seminar I 1 0 0 1
Prerequisites: None
Corequisites: Take one: WBL 111 or WBL 112 or WBL 113 or WBL 114

This course is designed to be a corequisite seminar to accompany Work-Based Learning 111. Topics include: examination and analysis of the organizational structure, career path, job descriptions, job breakdowns and management style. (2014FA)

Class Lab Clinical Credit

WBL 121 Work-Based Learning II 0 0 10 1
Prerequisites: None
Corequisites: None

This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. (2014FA)

WBL 125 Work-Based Learning Seminar II 1 0 0 1
Prerequisites: None
Corequisites: Take one: WBL 121 or WBL 122 or WBL 123 or WBL 124

WBL 131 Work-Based Learning III
Prerequisites: None
Corequisites: None

This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. (2014FA)

WEB 151 Mobile Application Dev I 2 2 0 3
Prerequisites: Take CSC 120
Corequisites: None

This course introduces students to programming technologies, design and development related to mobile applications. Topics include accessing device capabilities, industry standards, operating systems, and programming for mobile applications using an OS Software Development Kit (SDK). Upon completion, students should be able to create basic applications for mobile devices. (2011FA)

WEB 179 JAVA Web Programming 2 3 0 3
Prerequisites: None
Corequisites: None

This course introduces the development of dynamic, database-driven web applications using the JAVA programming languages. Topics include Object Oriented Programming JAVA Server Pages, servlets, database interactions, and form handling. Upon completion, students should be able to create and modify JAVA-based internet applications. (2006SU)

Class Lab Clinical Credit

WEB 210 Web Design 2 2 0 3
Prerequisites: Take one: CIS 110 or CIS 111
Corequisites: None

This course introduces intermediate to advanced web design techniques. Topics include customer expectations, advanced markup language, multimedia technologies, usability and accessibility practices, and techniques for the evaluation of web design. Upon completion, students should be able to employ advanced design techniques to create high impact and highly functional web sites. (2008FA)

WEB 213 Internet Mkt & Analytics 2 2 0 3
Prerequisites: None
Corequisites: None

This course introduces students to Search Engine Optimization (SEO), Search Engine Marketing (SEM) and web analytics. Topics include Search Engine Optimization (SEO), Pay Per Click advertising (PPC), Search Engine Marketing (SEM), web analytics, eye-tracking software and email marketing. Upon completion, students should be able to set up, monitor and maintain SEO optimized websites; and develop strategies for online marketing and advertising plans. (2011FA)

WEB 215 Adv Markup and Scripting 2 2 0 3
Prerequisites: Take WEB 115
Corequisites: None

This course covers advanced programming skills required to design Internet applications. Emphasis is placed on programming techniques required to support Internet applications. Upon completion, students should be able to design, code, debug, and document Internet-based programming solutions to various real-world problems using an appropriate programming language. (2008FA)

WEB 289 Internet Technologies Project 1 4 0 3
Prerequisites: Take CTI 110 and CTI 120 and CTS 115 and WEB 215
Corequisites: None

This course provides an opportunity to complete a significant Web technologies project from the design phase through implementation with minimal instructor support. Emphasis is placed on project definition, documentation, installation, testing, presentation, and training. Upon completion, students should be able to complete an Internet project from the definition phase through implementation. (2016FA)

WLD 110 Cutting Processes 1 3 0 2
Prerequisites: None
Corequisites: None

This course introduces oxy-fuel and plasma-arc cutting systems. Topics include safety, proper equipment setup, and operation of oxy-fuel and plasma-arc cutting equipment with emphasis on straight line, curve and bevel cutting. Upon completion, students should be able to oxy-fuel and plasma-arc cut metals of varying thickness. (2013FA)

Class Lab Clinical Credit

WLD 112 Basic Welding Processes 1 3 0 2
Prerequisites: None
Corequisites: None

This course introduces basic welding and cutting. Emphasis is placed on beads applied with gases, mild steel fillers, and electrodes and the capillary action of solder. Upon completion, students should be able to set up welding and oxy-fuel equipment and perform welding, brazing, and soldering processes. (1997SU)

WLD 115 SMAW (Stick) Plate 2 9 0 5
Prerequisites: None
Corequisites: None

This course introduces the shielded metal arc (stick) welding process. Emphasis is placed on padding, fillet, and groove welds in various positions with SMAW electrodes. Upon completion, students should be able to perform SMAW fillet and groove welds on carbon plate with prescribed electrodes. (2013FA)

WLD 116 SMAW (Stick) Plate/Pipe 1 9 0 4
Prerequisites: Take WLD 115
Corequisites: None

This course is designed to enhance skills with the shielded metal arc (stick) welding process. Emphasis is placed on advancing manipulative skills with SMAW electrodes on varying joint geometry. Upon completion, students should be able to perform groove welds on carbon steel with prescribed electrodes in the flat, horizontal, vertical, and overhead positions. (1997SU)

WLD 121 GMAW (MIG) FCAW/Plate 2 6 0 4
Prerequisites: Take one: WLD 110 or WLD 112
Corequisites: None

This course introduces metal arc welding and flux core arc welding processes. Topics include equipment setup and fillet and groove welds with emphasis on application of GMAW and FCAW electrodes on carbon steel plate. Upon completion, students should be able to perform fillet welds on carbon steel with prescribed electrodes in the flat, horizontal, and overhead positions. (2013FA)

WLD 131 GTAW (TIG) Plate 2 6 0 4
Prerequisites: None
Corequisites: None

This course introduces the gas tungsten arc (TIG) welding process. Topics include correct selection of tungsten, polarity, gas, and proper filler rod with emphasis placed on safety, equipment setup, and welding techniques. Upon completion, students should be able to perform GTAW fillet and groove welds with various electrodes and filler materials. (2013FA)

	Class	Lab	Clinical	Credit
WLD 132 GTAW (TIG) Plate/Pipe	1	6	0	3

Prerequisites: Take WLD 131
Corequisites: None

This course is designed to enhance skills with the gas tungsten arc (TIG) welding process. Topics include setup, joint preparation, and electrode selection with emphasis on manipulative skills in all welding positions on plate and pipe. Upon completion, students should be able to perform GTAW welds with prescribed electrodes and filler materials on various joint geometry. (1997SU)

	Class	Lab	Clinical	Credit
WLD 141 Symbols & Specifications	2	2	0	3

Prerequisites: None
Corequisites: None

This course introduces the basic symbols and specifications used in welding. Emphasis is placed on interpretation of lines, notes, welding symbols, and specifications. Upon completion, students should be able to read and interpret symbols and specifications commonly used in welding. (2013FA)

	Class	Lab	Clinical	Credit
WLD 143 Welding Metallurgy	1	2	0	2

Prerequisites: None
Corequisites: None

This course introduces the concepts of welding metallurgy. Emphasis is placed on basic metallurgy, effects of welding on various metals, and metal classification and identification. Upon completion, students should be able to understand basic metallurgy, materials designation, and classification systems used in welding. (1997SU)

	Class	Lab	Clinical	Credit
WLD 215 SMAW (Stick) Pipe	1	9	0	4

Prerequisites: Take one: WLD 115 or WLD 116
Corequisites: None

This course covers the knowledge and skills that apply to welding pipe. Topics include pipe positions, joint geometry, and preparation with emphasis placed on bead application, profile, and discontinuities. Upon completion, students should be able to perform SMAW welds to applicable codes on carbon steel pipe with prescribed electrodes in various positions. (1997SU)

	Class	Lab	Clinical	Credit
WLD 231 GTAW (TIG) Pipe	1	6	0	3

Prerequisites: Take WLD 132
Corequisites: None

This course covers gas tungsten arc welding on pipe. Topics include joint preparation and fit up with emphasis placed on safety, GTAW welding technique, bead application, and joint geometry. Upon completion, students should be able to perform GTAW welds to applicable codes on pipe with prescribed electrodes and filler materials in various pipe positions. (1997SU)

	Class	Lab	Clinical	Credit
WLD 262 Inspection & Testing	2	2	0	3

Prerequisites: None
Corequisites: None

This course introduces destructive and non-destructive testing methods. Emphasis is placed on safety, types and methods of testing, and the use of testing equipment and materials. Upon completion, students should be able to understand and/or perform a variety of destructive and non-destructive testing processes. (1997SU)

Staff and Faculty

Stefanie Adams
Director, Customized Training & Workforce Development
B.S., Bloomsburg University
M.Ed., Eastern University
e-mail: sadams@cfcc.edu

Ryan Allison
Basic Skills
B.A., Appalachian State University
e-mail: rallison@cfcc.edu

Dax Allred
Radiography
A.A.S., Cape Fear Community College
B.S., University of North Carolina - Wilmington
e-mail: dallred@cfcc.edu

Bradley Anderson
Program Director Accounting
B.S., M.S.A., University of North Carolina - Wilmington
e-mail: banderson@cfcc.edu

Terri Andress
Accounting
A.S., Hagerstown Community College
B.S.B.A., Shippensburg University
M.B.A., Mount Saint Mary's University
Post Master Accounting Certificate, Gardner Webb University
e-mail: tandress@cfcc.edu

Michelle Anthony
Early Childhood Education
A.A., Cape Fear Community College
B.A., M.A., East Carolina University
e-mail: manthony@cfcc.edu

Greg Arey
Behavioral/Social Science Department Chair
B.A., University of South Alabama
M.A., Marshall University
e-mail: garey@cfcc.edu

Patricia Arminana
Program Director Community Spanish Interpreter
B.A., M.A., Universitat Autonoma
M.A., University of North Carolina - Charlotte
e-mail: parminana@cfcc.edu

Robert A. Atwood
Program Director Cosmetology
B.A., Eastern Kentucky University
License. NCCosmeticarts
e-mail: ratwood@cfcc.edu

Kimberly Bageant
Mathematics
B.S., East Carolina University
M.S., University of North Carolina - Wilmington
e-mail: kbageant@cfcc.edu

Amy Baker
Instructional Technologist, LRC
B.A., Emory & Henry College
M.L.S., North Carolina Central University
e-mail: abaker@cfcc.edu

Suzanne L. Baker
Sociology
A.A., Palm Beach Community College
B.A., M.A., Florida Atlantic University
e-mail: sbaker@cfcc.edu

Dallas Baldwin
Desktop Support Specialist
A.A.S., Cape Fear Community College
Networking Certification
Bomgar Administrator Certified
e-mail: dbaldwin@cfcc.edu

Catherine L. Ballard
Program Director Pharmacy Technology
B.S., Appalachian State University
Pharm.D., Campbell University
e-mail: cballard@cfcc.edu

Garrett Baltezegar
Information Technology
A.A.S., Cape Fear Community College
B.S., M.S., East Carolina University
COMPTIA A+ Certified
COMPTIA Network+ Certified
COMPTIA Security+ Certified
COMPTIA Server+ Certified
EC-Council Certified Ethical Hacker
e-mail: jbaltezegar@cfcc.edu

Phillip Bannow
Physics
B.S., Western Michigan University
M.S., University of North Carolina - Wilmington
e-mail: pbannow@cfcc.edu

Barbara J. Barry
A.D.N.
B.S., University of North Carolina - Wilmington
M.S.N., Duke University
Certified Nurse Educator
e-mail: bbarry@cfcc.edu

Kristina Bartlett
Counselor
B.A., M.A., Appalachian State University
e-mail: kbartlett@cfcc.edu

Sherry L. Batchelor-Marley
Business
B.S. Ed., M.B.A., University of Georgia
e-mail: smarley@cfcc.edu

Connie Batson
EMS Lead Coordinator National Registered Paramedic
A.A.S., Davidson County Community College
B.S., Western Carolina University
e-mail: cbatson@cfcc.edu

Valerie H. Baughman
Mathematics
A.A.S., Forsyth Technical College
B.S., High Point University
M.A., Appalachian State University
e-mail: vhmaley@cfcc.edu

Mark Bayne
Program Director Wooden Boatbuilding
e-mail: mbayne@cfcc.edu

Sonya S. Beacham
A.D.N.
B.S.N., East Carolina University
M.S.N., Duke University Certified Nurse Educator
e-mail: sbeacham@cfcc.edu

John Bean
Accounting
B.S., M.S.A., University of North Carolina - Wilmington
e-mail: jbean@cfcc.edu

Nelson Beaulieu
Political Science
B.S., Ashford University
M.A., American Military University
e-mail: nbeaulieu@cfcc.edu

Christian Beer
Economics
B.A., Pontifical Catholic University Rio de Janeiro
M.A., Federal University Fluminense
M.B.A., University of North Carolina - Wilmington
e-mail: cbeer@cfcc.edu

Jonathan Begue
Program Director Construction Management Technology
Drafting Certification, Tallahassee Community College
B.S., East Carolina University
e-mail: jbegue@cfcc.edu

Lester Bell
Chief Engineer, R/V Dan Moore
e-mail: lbell@cfcc.edu

Blythe Bennett
English
B.A., The American University
M.A., University of North Carolina - Wilmington
e-mail: bbennett@cfcc.edu

Rebecca Berger
Clinical Coordinator Radiography
A.A.S., Cape Fear Community College
B.S., University of North Carolina - Wilmington
A.R.R.T. Certified
e-mail: rberger@cfcc.edu

Marie Bergh-Cook
Early Childhood Education
B.S., Mansfield State University
M.A., Syracuse University
e-mail: mbergh-cook@cfcc.edu.

Benjamin C. Billingsley
Art
B.F.A., M.F.A., University of North Carolina - Greensboro
e-mail: bbillingsley@cfcc.edu

Nicholas Blair
Computer-Integrated Machining
A.A.S., Wake Technical Community College
e-mail: nblair@cfcc.edu

Linda Boney
Desktop Support Manager
A.A.S., Cape Fear Community College
e-mail: lboney@cfcc.edu

Susan Booth
Information Technology
A.A.S., Craven Community College
B.S., Drexel University
M.S., East Carolina University
e-mail: sbooth@cfcc.edu

Gayle Bordeaux
Practical Nursing
B.S.N., Cedar Crest College M.S.N.,
East Carolina University
e-mail: gbordeaux@cfcc.edu

Kris Bottiglier
Program Director Cardiovascular Sonography
B.S., East Carolina University
Echocardiology Certificate, Pitt Community College
RDCS, American Registry of Diagnostic Medical
Sonographers
e-mail: kbottiglier@cfcc.edu

Richard Bowie
Welding
A.A., Cape Fear Community College
Certified Associate Welding Inspector
e-mail: rbowie@cfcc.edu

Troy Bowling
Program Director EMS
A.A.S., B.S., Baker College
M.B.A., Columbia Southern University
e-mail: tbowling@cfcc.edu

Brian Bradley
Marine Instrumentation/Hydrographic Survey
A.A., Cape Fear Community College
e-mail: bbradley@cfcc.edu

Emily Brandenburg
ABE/ASE/AHS Coordinator
B.S., Pennsylvania State University
M.S.A., University of North Carolina - Wilmington
e-mail: ebrandenburg@cfcc.edu

Eric Brandon
Religion & Philosophy
B.A., University of California - Irvine
M.A., Ph.D., University of Chicago
e-mail: ebrandon@cfcc.edu

John Branner
Program Director Healthcare Business Informatics
A.A.S., Community College of Southern Nevada
B.S., University of Nevada - Las Vegas
M.B.A., Northcentral University
e-mail: jbranner@cfcc.edu

Adam Branson
Biology
B.S., M.S., University of North Carolina - Wilmington
e-mail: abranson@cfcc.edu

Leigh Brazel
Transition Coordinator
B.A., University of North Carolina - Wilmington
e-mail: lrice@cfcc.edu

David Brehmer
Information Technology
A.A.S., Cape Fear Community College
B.S., East Carolina University
e-mail: dbrehmer@cfcc.edu

Robert Brennan
History
B.A., Kutztown University
M.A., Miami University
e-mail: bbrennan@cfcc.edu

Vivian Britt
A.D.N.
A.D.N., Forsyth Technical Community College
B.A., Barton College
B.S.N., University of North Carolina - Charlotte
M.S.N., East Carolina University
e-mail: vbritt@cfcc.edu

Duran (Red) Broadhurst, Jr.
Automotive Technology
ASE Master Certification
e-mail: dbroadhurst@cfcc.edu

Barbara Brown
Institutional Researcher
B.S., University of North Carolina - Wilmington
e-mail: bbrown@cfcc.edu

Carol Brown
Academic Advising Center Director
B.S., B.A., William Woods College
e-mail: carolbrown@cfcc.edu

Eldon E. Brown
Electronics Engineering Technology
A.A.S., Cape Fear Community College
e-mail: ebrown@cfcc.edu

Jeremy Brown
Computer-Integrated Machining
A.A.S., Cape Fear Community College
e-mail: jbbrown873@cfcc.edu

Phillip Brown
Maintenance Coordinator
e-mail: pbrown@cfcc.edu

Amanda Browne
Practical Nursing
B.S.N., University of Calgary
M.S.N., Walden University
EMT Paramedic Certification, Johnston Community College
e-mail: abrowne@cfcc.edu

Shigeta Bryant
Cosmetology Lead Instructor
Cosmetology Diploma
Cosmetology Instructors Training
A.A.S., A.G.E., James Sprunt Community College
B.S., Mount Olive College
e-mail: sbryant@cfcc.edu

Kimberly S. Bufkin
Chemical Technology Lab Assistant
A.A.S., Cape Fear Community College
e-mail: kbufkin@cfcc.edu

LaRaisha Burnette
Center Services Coordinator
B.F.A., New York University
e-mail: lburnette@cfcc.edu

Robert Burton
Safety Training Center Facilitator
e-mail: rburton@cfcc.edu

Cathy Burwell
Assistant Director of the Library
B.A., M.A., University of Akron
M.L.I.S., Kent State University
e-mail: cburwell@cfcc.edu

Thomas G. Butler
Program Director Automotive Technology
A.A.S., Cape Fear Community College
e-mail: tbutler@cfcc.edu

D. Geoffrey Calabrese
Art
B.F.A., University of South Carolina
M.F.A., University of Georgia
e-mail: gcalabrese@cfcc.edu

Heather Caldwell
A.D.N.
B.S.N., Edinboro University of Pennsylvania
M.S.N., Grand Canyon University
e-mail: hcaldwell@cfcc.edu

Chantae Calhoun
Online Learning Coordinator
B.S., M.Ed., Alabama State University
Ph.D., The University of Alabama
e-mail: ccalhoun@cfcc.edu

Jennifer F. Call
English
B.A., University of Oklahoma
M.A., Eastern Kentucky University
e-mail: jcall@cfcc.edu

David Cameron
Program Director Carpentry
e-mail: dcameron@cfcc.edu

Tony Carter
Project Manager
A.A.S., Wilmington College
Certified Engineering Technician, Senior Grade
e-mail: tcarter@cfcc.edu

Jackie Casey
Accounting
B.S., M.S.A., University of North Carolina - Wilmington
Certified Public Accountant
e-mail: jcasey@cfcc.edu

Tommy R. Casey
Mathematics
B.A., M.A., University of North Carolina - Wilmington
e-mail: tcasey@cfcc.edu

Stuart Caulder
Computer-Integrated Machining
A.A.S, Cape Fear Community College
B.A., University of North Carolina - Wilmington
e-mail: scaulder@cfcc.edu

Debi Causey
External Events Coordinator
B.A., University of North Carolina - Wilmington
e-mail: dcausey@cfcc.edu

Rachel S. Cavenaugh
Director of Financial Aid
B.S., University of North Carolina - Wilmington
e-mail: rcavenaugh@cfcc.edu

Jaime Chadwick
Hotel/Restaurant Management
A.A.S., Cape Fear Community College
e-mail: jchadwick@cfcc.edu

Jason Chaffin
Director of Curriculum Management
B.A., Elon College
M.A., University of North Carolina - Wilmington
Ed.D., East Carolina University
e-mail: jchaffin@cfcc.edu

Bess Clancy-Becker
Biology/Chemistry Lab Technician
B.S., University of Great Falls
e-mail: bbecker@cfcc.edu

Jacquelyn Clark
Cosmetology
License, Mr. David's School of Cosmetology
C.N.A., Brunswick Community College
e-mail: jacquelynclark@cfcc.edu

Susan Clarke
Program Director Paralegal
B.A., University of South Florida
J.D., Pepperdine School of Law
Admitted to California, Missouri, and North Carolina Bar Associations
e-mail: sclarke@cfcc.edu

Joel Clem
Nautical Science/Marine Engines
A.A.S., Cape Fear Community College
B.S., East Carolina University
e-mail: jclem@cfcc.edu

Val Clemmons
Director - Grant Development
B.S., University of North Carolina - Greensboro
M.A., Michigan State University
J.D., Thomas M. Cooley Law School
e-mail: vclemmons@cfcc.edu

Roy Cole
Electricity/Electronics
A.S., B.S., West Virginia Institute of Technology
e-mail: rcole@cfcc.edu

Alvin L. Coleman, Jr.
Geology
B.S., State University of West Georgia
M.S., University of Tennessee - Knoxville
e-mail: acoleman@cfcc.edu

Donna M. Collentine
Program Director Radiography
R.T.(R)., American Registry of Radiologic Technologists
A.A.S., Scott Community College
B.S., University of St. Francis
M.A., Saint Xavier University
e-mail: dcollentine@cfcc.edu

David B. Conklin, Jr.
Public Service Department Chair
A.A.S., Germanna Community College
B.S., Regents College
M.S., Virginia Commonwealth University
e-mail: dconklin@cfcc.edu

Richard Conn
Art
B.A., University of South Carolina
M.F.A., Western Carolina University
e-mail: rconn@cfcc.edu

Lindsay Cooley Assistant Controller
B.S., Strayer University
e-mail: lcooley@cfcc.edu

C. Scott Coulthard
Career and Testing Coordinator
B.A., University of North Carolina - Chapel Hill
Certified GED Examiner
e-mail: scoulthard@cfcc.edu

William (Mark) Council
Dean, Vocational & Technical Education
B.S., University of North Carolina - Pembroke
M.Ed., Lesley University
e-mail: mcouncil@cfcc.edu

David Covington
Biology
B.S., Ph.D., University of South Carolina - Columbia
e-mail: dcovington@cfcc.edu

Les Crawford
HEATT Instructor at Burgaw Prison
A.A.S., Cape Fear Community College
e-mail: lescrawford@cfcc.edu

James Criswell
Geology
B.S., Waynesburg University
B.S., Phoenix University
M.S., Wright State University
e-mail: jcriswell@cfcc.edu

Lynn Criswell
English
B.A., M.A., University of North Carolina - Wilmington
e-mail: lcriswell@cfcc.edu

Laura Currie
Clinical Coordinator - Sonography
B.S., Greensboro College
Certificate, Moses H. Cone School of Radiological Technology
Certificate, UNC-CH NC Memorial Hospital School of Diagnostic Sonography
R.T.(R), American Registry of Radiologic Technologists
R.D.M.S., R.V.T., American Registry of Diagnostic Medical Sonographers
e-mail: lcurrie@cfcc.edu

Hugh Currin
Paralegal
B.A., North Carolina State University
J.D., Campbell University
e-mail: hcurrin@cfcc.edu

Susan Cutler
Program Director Dental Assisting
Diploma, Wayne Community College
B.S., University of Phoenix
Certified Dental Assistant
e-mail: scutler@cfcc.edu

Orangel J. Daniels
Dean, Arts & Sciences
B.S., Fayetteville State University
M.A., University of North Carolina - Chapel Hill
e-mail: odaniels@cfcc.edu

Robert Daniels
Ship Captain
U.S. Coast Guard 1600 Ton Masters (Oceans)
e-mail: radaniels485@cfcc.edu

Wellington de Souza
Executive Director of Auxiliary Services
B.S., High Point University
M.S., Wake Forest University
e-mail: wdesouza@cfcc.edu

Lori DeBruhl
Student Services Coordinator, Surf City Center
A.A., Cape Fear Community College
e-mail: ldebruhl@cfcc.edu

Wes DeBruhl
Welding
Diploma, A.A.S., Cape Fear Community College
Certified Welding Inspector
e-mail: wdebruhl@cfcc.edu

Jacqui Degan
Marine Technology
B.S., University of British Columbia
M.S., East Carolina University
e-mail: jdegan@cfcc.edu

Jacob Deininger
Public Services Librarian
B.A., Christopher Newport University
M.L.I.S., University of Pittsburgh
e-mail: jdeininger@cfcc.edu

Teresa Diana
Medical Office Administration
A.A.S., Cape Fear Community College
e-mail: tdiana@cfcc.edu

James Dixon
Horticulture
B.A., M.P.A., University of North Carolina - Wilmington
Horticulture Technology Certificate, Brunswick Community College
e-mail: jdixon@cfcc.edu

Shawn Dixon
Vocational Department Chair
Diploma Auto Body Repair, Cape Fear Community College
ASE Master Technician
I-CAR Platinum Certified Technician
I-CAR Instructor
Eighteen years' experience in collision repair industry
e-mail: sdixon@cfcc.edu

Elaine Doell
Chief Human Resources Officer
A.A.S., SUNY - Alfred State College
B.S., St. John Fisher College
M.S., Plymouth State University
e-mail: edoell@cfcc.edu

Stacie Douglas
Child Development Center Technician
A.A.S., Cape Fear Community College
B.S., Charter Oak State College
e-mail: sdouglas@cfcc.edu

Cecilia Ducloz
Math
A.A., Cape Fear Community College
B.A., M.A., University of North Carolina - Wilmington
e-mail: cducloz@cfcc.edu

Trevor D. Edwards
Automotive Technology
A.A.S., Cape Fear Community College
e-mail: tedwards@cfcc.edu

John (Scott) Ellis
ERP Administrator
B.S., University of North Carolina - Greensboro
e-mail: sellis@cfcc.edu

Michael Epting
Technical Theatre Director
B.A., University of North Carolina - Wilmington
M.F.A., University of North Carolina - Chapel Hill
e-mail: mepting@cfcc.edu

Dana Evans-Semmel
Clinical Dental Hygiene Instructor/Dentist
B.S., University of Pittsburgh
D.M.D., University of Pittsburgh School of Dental Medicine
e-mail: devans-semmel@cfcc.edu

Jan Fazzari
Instructional Assessment Coordinator
A.A., Catonsville Community College
B.A., University of Maryland - Baltimore County
M.S., McDaniel College
e-mail: jfazzari@cfcc.edu

Bethaney W. Ferguson
Sociology
B.A., Miami University
M.A., Graduate Certificate, Humboldt State University
e-mail: bferguson@cfcc.edu

Shane Fernando
Director, Humanities and Fine Arts Center
B.A., M.P.A., University of North Carolina - Wilmington
e-mail: sfernando@cfcc.edu

Ernesto Ferreri
Music
B.A., North Carolina School of Arts
M.A., Queens College, City University of New York
e-mail: eferreri@cfcc.edu

Cheryl J. Fetterman
Program Director Business Administration
B.A., Mary Washington University
M.B.A., University of North Carolina - Wilmington
e-mail: cfetterman@cfcc.edu

Gregrey Files
Business Administration/CIT
B.S., University of North Carolina - Wilmington
M.B.A., Appalachian State University
e-mail: gfiles@cfcc.edu

Duke Fire
Program Director Film & Video Production
B.A., California State University
e-mail: dfire@cfcc.edu

Cindy Fischer
ESL Coordinator
B.A., Principia College
M.S., Lesley University
LERN Certified Program Planner
e-mail: cfischer@cfcc.edu

Bridget Floyd
English
B.S., M.A., East Carolina University
e-mail: bfloyd@cfcc.edu

Justin Floyd
Web Designer
B.F.A., East Carolina University
e-mail: jfloyd@cfcc.edu

JacQueline Foster
Director of Counseling
B.S., M.S., East Carolina University
e-mail: jfoster@cfcc.edu

Kelly Franklin
Marine Technology
A.A., Asheville-Buncombe Technical Community College
A.S., Cape Fear Community College
e-mail: kfranklin@cfcc.edu

Rhonda J. Franklin
English
B.A., University of North Carolina - Greensboro
M.F.A., University of North Carolina - Wilmington
e-mail: rfranklin@cfcc.edu

Marcella Frazier
Surgical Technology
A.A.S., Miller-Motte College
Certified Surgical Technologist
e-mail: mfrazier@cfcc.edu

Patrick Freeland
Program Director Heavy Equip. & Transport Technology/ Marine Concentration
A.S., State University of New York
College of Technology at Alfred
e-mail: pfreeland@cfcc.edu

Dom Friant
Assistant ERP System Administrator
A.A.S., Coastal Carolina Community College
B.A.S., Campbell University
e-mail: dfriant@cfcc.edu

Jakim Friant
Infrastructure Team Manager
A.A.S., Coastal Carolina Community College
B.A.S., Campbell University
e-mail: jfriant@cfcc.edu

Chancey Funderburk
Program Director Surgical Technology
A.A., A.S., Cape Fear Community College
A.A.S., Miller Motte Technical College Certified Surgical Technologist (CST)
e-mail: cfunderburk@cfcc.edu

Jessica Gaffney
Drama
B.A., University of Albany
M.F.A., New York University
e-mail: jgaffney@cfcc.edu

Steve Garrett
Mechanical Engineering Technology
B.S., North Carolina State University
e-mail: sgarrett@cfcc.edu

Phillip D. Garwood
Geology
B.A., McMaster University
M.A., Wesleyan University
e-mail: pgarwood@cfcc.edu

Denise Gautsch
Surgical Technology
Surgical Technology Certificate, Williamsport Area Community College
B.S., Pennsylvania College of Technology
M.A.Ed., University of Phoenix
Certified Surgical Technologist
e-mail: dgautsch@cfcc.edu

Andrew Geppert
Computer-Integrated Machining
B.S., B.A., University of North Carolina - Charlotte
e-mail: ageppert@cfcc.edu

Mitch Gilliland
Marine Technology
Boatswain/Scientific Support Technician
A.A.S., Cape Fear Community College
e-mail: mgilliland@cfcc.edu

Bruce J. Gillingham
Biology
B.S., Virginia Polytechnic Institute
M.A., University of Montana
Ph.D., University of Illinois
e-mail: bgillingham@cfcc.edu

Jay Gillock
Software Technician
A.A.S., Virginia Western Community College
A+ Certified Professional
e-mail: jgillock@cfcc.edu

Kata Gootee
Senior Purchasing Technician
A.A.S., Cape Fear Community College
e-mail: kgootee@cfcc.edu

Terrence Gorman
Shipping & Receiving/Mail Service Coordinator
B.B.A., Loyola University
e-mail: tgorman@cfcc.edu

Natasha Gouge
Sociology
B.S., Lees-McRae College
M.A., Appalachian State University
e-mail: ngouge@cfcc.edu

Allan O. Gover, Jr.
Truck Driving Training
B.A., University of North Carolina - Wilmington
e-mail: agover@cfcc.edu

Lisa Graham
English
B.A., M.A., University of North Carolina - Wilmington
e-mail: lgraham@cfcc.edu

Christy Grantham
Ticket Central and Administrative Manager
B.A., Catwaba College
e-mail: cgrantham@cfcc.edu

Mark Gray
Program Director Electronics Engineering Technology
Certified Master Electronics Technician
A.A.S., Cape Fear Community College
B.S., Mt. Olive College
e-mail: mgray@cfcc.edu

Michael Green
Criminal Justice
B.L.E.T. Certificate, Central Carolina Community College
A.A.S., Sandhills Community College
B.A., M.P.A., University of North Carolina - Pembroke
e-mail: mgreen@cfcc.edu

Thomas Green
Communication
B.S.Ed., Missouri Southern State College
M.A., University of Arkansas
e-mail: tgreen@cfcc.edu

Christina Greene
Controller
B.S., University of North Carolina - Wilmington
Certified Public Accountant
e-mail: cgreene@cfcc.edu

Caroline Greenough
Mathematics
B.S., M.S., University of North Carolina - Wilmington
e-mail: cgreenough@cfcc.edu

Donna Grier
Systems Administrator
A.A.S., Cape Fear Community College
e-mail: dgrier@cfcc.edu

Wesley E. Gubitz
Program Director Electrical Systems Technology
A.A., Chowan College
e-mail: wgubitz@cfcc.edu

Gary Gulliksen
English
B.A., Rocky Mountain College
M.A., California State University
e-mail: ggulliksen@cfcc.edu

Gwen Gulliksen
Culinary
B.A., Indiana University
M.A., University of Virginia
email: gkgulliksen606@cfcc.edu

Shannon Gunter
Mathematics
B.A., M.S., University of North Carolina - Wilmington
e-mail: shannongunter@cfcc.edu

Brandon Guthrie
Humanities/Fine Arts Department Chair
B.A., University of North Carolina - Wilmington
M.F.A., Western Carolina University
e-mail: bguthrie@cfcc.edu

Gena Guthrie
Marketing & Communications Specialist
B.A., University of North Carolina - Chapel Hill
M.A., University of North Carolina - Wilmington
e-mail: gguthrie@cfcc.edu

Cindy Haeck
Counselor
B.S., Central Michigan University
M.Ed., North Carolina State University
e-mail: chaeck@cfcc.edu

Angela Hall
Cosmetology
Cosmetology Certificate & Diploma
e-mail: athall@cfcc.edu

Angela Hansen
Sonography
A.A., Pitt Community College
B.S., North Carolina Wesleyan College
RDMS, American Registry of Diagnostic Medical Sonographers
e-mail: ahansen@cfcc.edu

Beverly Hardee
Dental Hygiene/Dental Assisting
B.S.D.H., University of North Carolina - Chapel Hill
M.Ed., University of North Carolina - Wilmington
e-mail: bhardee@cfcc.edu

David M. Hardin
Director of Creative Services
B.S., Shepherd University
e-mail: dhardin@cfcc.edu

Robin M. Hardin
English
A.S., Virginia Western Community College
B.A., Maryville College
M.A., James Madison University
e-mail: rhardin@cfcc.edu

Tony S. Hardy
Truck Driver Training
Certificate, Johnston Community College
e-mail: thardy@cfcc.edu

Sharon Hatcher
Director of Contracted Services
A.A.S., Cuyahoga Community College
B.S., Franklin University
M.A., Georgetown University
e-mail: shatcher@cfcc.edu

Robert (Joe) Healy
Information Technology
B.S., The Citadel
M.S., University of North Carolina - Wilmington
e-mail: joehealy@cfcc.edu

Dean Heath
Student Recruiter
A.A., Cape Fear Community College
B.S., M.Ed., University of North Carolina - Wilmington
e-mail: dheath@cfcc.edu

Christina Heikkila
Web Services Analyst
B.S., University of North Carolina - Chapel Hill
M.S., New Mexico State University
e-mail: cheikkila@cfcc.edu

Daniel Hendrickson
Program Director Mechanical Engineering Technology
B.S., University of Florida
e-mail: dhendrickson@cfcc.edu

Bret Hering
Senior Telecommunications Administrator
e-mail: bhering@cfcc.edu

Jennifer Hering
Defensive Driving Coordinator
B.S., University of North Carolina - Wilmington
e-mail: jhering@cfcc.edu

Edwin Hernandez, Jr.
Program Director Collision Repair & Refinishing Technology
I-CAR Instructor Certified
I-CAR Platinum Pro Level 3
e-mail: ehernandez@cfcc.edu

Jodee Hibbs
Culinary Instructional Assistant
A.A.S., Johnson & Wales University
A.A., Peace College
B.A., University of North Carolina - Chapel Hill
M.S., East Carolina University
e-mail: jhibbs@cfcc.edu

Denise M. Hightower
Program Director Medical Office Administration
B.S., Clark College
e-mail: dhightower@cfcc.edu

Robert Hiltebeitel
Senior System Administrator
B.S., The Pennsylvania State University
e-mail: rhiltebeitel@cfcc.edu

Jody Hinson
Mathematics
B.S., M.S., University of North Carolina - Wilmington
e-mail: jhinson@cfcc.edu

Patrick G. Hogan
Executive Director of Institutional Effectiveness & Planning
B.S., Jacksonville University
M.S., Naval Postgraduate School
e-mail: phogan@cfcc.edu

Tracy Holbrook
Program Director Chemical Technology
A.S., Mountain Empire Community College
B.S., University of Virginia
M.S., Lehigh University
Certificate, Pharmaceutical Regulatory Affairs
Certificate, Bio-Organic Processes of the Pharmaceutical Industry
e-mail: tholbrook@cfcc.edu

Kerrie Holian
English
B.B.A., Baruch College
M.A., University of North Carolina - Wilmington
e-mail: kholian@cfcc.edu

Brenda F. Holland
Program Director A.D.N.
A.D.N., Sampson Community College (RN)
B.S., University of North Carolina - Wilmington
M.S.N., East Carolina University
Certified Nurse Educator (CNE)
e-mail: bholland@cfcc.edu

Susan Holleman
Mathematics
B.A., University of Texas
M.A., East Carolina University
e-mail: sholleman@cfcc.edu

Byron (Todd) Hooten
Public Services Librarian
B.S., Florida International University
M.L.S., University of Maryland - College Park
e-mail: bhooten@cfcc.edu

Mary Jo Hovey
A.D.N. Level I Coordinator
A.A.S., S.U.N.Y. Agricultural & Technical College at Delhi
A.A.S., Mohawk Valley Community College
B.S.N., S.U.N.Y. Institute of Technology at Utica M.S.N., Duke University
e-mail: mhovey@cfcc.edu

Paige Howard
A.D.N. Level II Coordinator
B.S.N., University of North Carolina - Wilmington
M.S.N., East Carolina University
Adult Nurse Practitioner
e-mail: phoward@cfcc.edu

Veronica Howard
Career Readiness Coordinator
B.A., Winston-Salem State University
e-mail: vhoward@cfcc.edu

Caroline Hudson
French
B.A., M.A., Université Paul Valéry
M.A.T., University of Southern Mississippi
e-mail: chudson@cfcc.edu

Kenneth C. Hufham
Mathematics Instructor/SGA Advisor
B.A., M.A., University of North Carolina - Wilmington
e-mail: khufham@cfcc.edu

Kathy Hughes
Senior Registrar Technician - Graduation Specialist
A.A.S., Cape Fear Community College
B.S., East Carolina University
e-mail: khughes@cfcc.edu

Dawn Hunt
Computer Facilitator
A.A.S., Cape Fear Community College
Microsoft Certified Application Specialist
e-mail: dhunt@cfcc.edu

Gary R. Hurley, Jr.
English
B.A., M.A., East Carolina University
e-mail: ghurley@cfcc.edu

Philip Jacobs
Humanities/Communication
B.A., M. A., Southern Illinois University
M.Div, Union Theological Seminary
M.A., University of Virginia
Ph.D., University of Wales - Bangor
e-mail: pjacobs@cfcc.edu

Jason L. Jennette
Information Technology
B.A., Mercer University
M.S., Mercer University School of Engineering
Microsoft Office Master Instructor
e-mail: jjennette@cfcc.edu

Ella L. Johnson
Cosmetology
Cosmetology Instructor Course Brunswick Community College
e-mail: ejohnson@cfcc.edu

Randy Johnson
Engineering Technology Department Chair
Diploma, A. A. S., Cape Fear Community College
B.S., East Carolina University
e-mail: rjohnson@cfcc.edu

Sonya Johnson
Director of Marketing & Communications
A.S., Full Sail University
B.S., University of North Carolina - Charlotte
NC Teach Program, University of North Carolina - Wilmington
e-mail: sjohnson@cfcc.edu

Tammi Johnson
Assistant Registrar
B.S., Elizabeth City State University
e-mail: tammijohnson@cfcc.edu

Keenan E. Jones
Mathematics
HVAC/R Certificate, Brunswick Community College
B.S., M.A., University of North Carolina - Wilmington
e-mail: kjones@cfcc.edu

Scott Judson
Counselor
B.A., M.A., East Tennessee State University
e-mail: sjudson@cfcc.edu

Joe D. Justice
Program Director Industrial Systems Technology
Maintenance Certification, (USAF)
Diploma, Industrial Systems Technology, Cape Fear Community College
A.G.E., Cape Fear Community College
e-mail: jjustice@cfcc.edu

Amy Kampschroeder
Occupational Therapy Assistant
B.S., East Carolina University
Licensed Occupational Therapist
e-mail: akampschroeder@cfcc.edu

David Kanoy
Director of Capital Project Management
B.S., M.F.S., George Washington University
NC General Contractor
LEED Green Associate Certification
e-mail: dkanoy@cfcc.edu

Linda Kasyan
Director of Enrollment Management
B.S., Indiana University
M.Ed., University of Pittsburgh Professional Teaching Certificate
e-mail: lkasyan@cfcc.edu

Alan R. Katz
Paralegal/Criminal Justice
B.A., City College of New York
M.S.W., East Carolina University
L.L.B., Fordham University
e-mail: akatz@cfcc.edu

William C. Keach
Senior Reference Librarian, North Campus
A.B., Rhode Island College
M.L.I.S., University of Rhode Island
e-mail: bkeach@cfcc.edu

Sandi Keith
Physical Education
B.S., East Central University
M.S. Lamar University
e-mail: skeith@cfcc.edu

Robert Kellenberger
Collision Repair & Refinishing Technology
Autobody Repair Diploma, Cape Fear Community College
e-mail: rkellenberger@cfcc.edu

Deginald King
Barber Lead Instructor
Registered Barber School Instructor
e-mail: dking@cfcc.edu

Leslie King
CDC Director
B.S., East Carolina University
M.S.A., University of North Carolina - Wilmington
e-mail: lking@cfcc.edu

Ronnie M. Kirkland
History
B.A., North Carolina State University
M.A., Appalachian State University
e-mail: rkirkland@cfcc.edu

Jessica Kiser
Dental Hygiene
B.S., M.S., University of North Carolina - Chapel Hill
e-mail: jkiser@cfcc.edu

Kevin Knight
English
B.A., University of North Carolina - Chapel Hill
M.A., University of North Carolina - Charlotte
e-mail: kknight@cfcc.edu

Jennifer McBride Koch
Director of First Year Student Success Initiatives
B.A., M.A., University of North Carolina - Wilmington
Ph.D., Indiana University of Pennsylvania
e-mail: jmcbride@cfcc.edu

Ted Koch
English
B.A., M.A., University of North Carolina - Wilmington
e-mail: tkoch@cfcc.edu

David R. Kreutzer
Film
B.A., Virginia Polytechnic Institute and State University
M.F.A., California Institute of the Arts
e-mail: dkreutzer@cfcc.edu

Jill A. Lahnstein
English Department Chair
B.A., University of North Carolina - Chapel Hill
M.A., University of North Carolina - Wilmington
e-mail: jlahnstein@cfcc.edu

Jack A. Landry
Drama
B.A., College of Charleston
M.F.A., Pennsylvania State University
e-mail: jlandry@cfcc.edu

Lawone Lane
A.D.N. Level II Coordinator
B.S.N., University of North Carolina - Charlotte
M.S.N., East Carolina University
Certified Nurse Educator
e-mail: llane@cfcc.edu

Danielle Lanigan
English
B.A., B.S., M.A., University of North Carolina - Wilmington
e-mail: dlanigan@cfcc.edu

Amanda Lee
President
B.A., M.A., Baylor University
Ph.D., Regent University
e-mail: alee@cfcc.edu

Cameron Lee
Accounting
B.S., M.S.A., University of North Carolina - Wilmington
e-mail: cclee@cfcc.edu

Catherine Lee
Dean of Learning Resource Center
B.A., M.A.L.S., University of South Florida
M.A., Eastern Kentucky University
e-mail: clee@cfcc.edu

Jonathan Lee
Radiography
A.A.S., Cape Fear Community College
B.S., Western Carolina University
RT(R), American Registry of Radiologic Technologists
e-mail: jrlee@cfcc.edu

Juliet Lee
Psychology
B.A., M.S., Mississippi State University
e-mail: jlee@cfcc.edu

Michelle Lee
Executive Assistant to the President
A.A.S., Cape Fear Community College
e-mail: mlee@cfcc.edu

Patricia Lewis
Financial Aid Coordinator
B.A., University of North Carolina - Chapel Hill
e-mail: plewis@cfcc.edu

Christopher Libert
Assistant Director of Athletics for Student Activities & Community Relations
B.A., M.A.Ed., East Carolina University
e-mail: clibert@cfcc.edu

Nathan Llaneza
Information Technology
A.A.S., Cape Fear Community College
e-mail: nllaneza@cfcc.edu

Bruce Long
Air Conditioning, Heating, and Refrigeration
HVAC Certification, Brunswick Community College
e-mail: blong@cfcc.edu

Anitra Louis
English
B.A., Greensboro College
M.A., North Carolina Central University
e-mail: alouis@cfcc.edu

Marilyn L. Lowers
Program Director Baking and Pastry Arts
B.P.S., Memphis State University
Grand Diplome, Le Cordon Bleu
e-mail: mlowers@cfcc.edu

Peggy W. Lupton
Music
B.M., University of North Carolina - Chapel Hill
M.M., East Carolina University
e-mail: plupton@cfcc.edu

Jennifer Mace
Art
B.F.A., Colorado State University
M.F.A., James Madison University
e-mail: jmace@cfcc.edu

Katherine Maidman
LEIS Coordinator
B.S., M.S., North Carolina State University
LERN Certified Program Planner
e-mail: kmaidman@cfcc.edu

Sheila Mallard
Senior Human Resources Generalist
A.A.S., Cape Fear Community College
B.S., University of Mount Olive
M.S., Nova Southeastern University
e-mail: smallard@cfcc.edu

Matthew Mann
Program Director Nuclear Technology
B.S., The University of Tennessee, Knoxville
e-mail: mmann@cfcc.edu

Ryan P. Mantlo
Director of Athletics & Student Activities
A.A.S., Eastern Wyoming JC
B.S., Liberty University
e-mail: rmantlo@cfcc.edu

Barry Markillie
Biology
B.S., M.S., Western Illinois University
e-mail: bmarkillie@cfcc.edu

Monica Marsten
Spanish
B.A., Universidad Tecnica Federico Santa Maria
M.A., University of Arizona
e-mail: mmarsten@cfcc.edu

Kathleen Martinez
Adult Basic Education & High School Equivalency Off Campus Coordinator
A.A, Cape Fear Community College
B.A., University of North Carolina - Wilmington
e-mail: kmartinez@cfcc.edu

Haywood Mason
Psychology
B.A., University of Vermont
M.A., University of North Carolina - Wilmington
e-mail: hmason@cfcc.edu

Valerie J. Mason
Program Director Culinary
A.A.S., Johnson & Wales
B.A., University of North Carolina - Wilmington
e-mail: vmason@cfcc.edu

Thomas Massey
History
B.A., University of Wales at Swansea
M.A., University of North Carolina - Wilmington
e-mail: tmassey@cfcc.edu

Michele (Myssie) Mathis
Psychology
B.A., M.A., University of North Carolina - Wilmington
e-mail: mmathis@cfcc.edu

Kristina Mazzarone
Chemistry
A.S., Lincoln Land Community College
B.A., M.S., University of North Carolina - Wilmington
e-mail: kmazzarone@cfcc.edu

Regina G. McBarron
Health Sciences Department Chair
A.D.N., James Sprunt Community College
B.S.N., University State of New York (RN)
M.S., University of North Carolina - Wilmington
Family Nurse Practitioner
e-mail: rmcbarron@cfcc.edu

Philip D. McCaskey
History
B.A., M.A., Old Dominion University
e-mail: pmccaskey@cfcc.edu

Carolyn C. McCormick
Program Director Practical Nursing
B.S.N., Aurora University
M.S.N., East Carolina University Certified Nurse Educator (CNE)
e-mail: cmccormick@cfcc.edu

M. Jason McCoy
Psychology
A.A., Piedmont Technical College
B.S., Lander University
M.S., Augusta State University
e-mail: jmccoy@cfcc.edu

Ryan L. McDonnell
Chemistry
B.A., Goucher College
Ph.D., Arizona State University
e-mail: rmcdonnell@cfcc.edu

Katherine McEwen
English
B.A., M.A., University of North Carolina - Wilmington
e-mail: kmcewen@cfcc.edu

Robert H. McGee, Jr.
Dean of Student Affairs
B.A., M.A.Ed., East Carolina University
e-mail: rmcgee@cfcc.edu

Autumn McGimsey
Political Science
B.A., Lenior-Rhyne College
M.A., Political Science
Graduate Certificate, Appalachian State University
e-mail: amcgimsey@cfcc.edu

Nicholas McGimsey
Bookstore Manager
B.A., University of North Carolina - Wilmington
e-mail: nmcgimsey@cfcc.edu

Gena McKinley
English
B.A., East Carolina University
M.A., University of North Carolina - Chapel Hill
Ph.D., University of Virginia
e-mail: gmckinley@cfcc.edu

April McKinzie
Payroll Accountant
A.A.S, James Sprunt Community College
B.S., Mount Olive College
e-mail: amckinzie@cfcc.edu

Dana McKoy
Director, Community Enrichment
B.A., University of North Carolina - Wilmington
M.P.A., University of North Carolina - Wilmington
e-mail: dmckoy@cfcc.edu

Claudina McLiverty
Nurse Aide Lead Instructor
A.A.S., Rockland Community College
B.S., Mount Saint Mary College Registered Nurse
e-mail: cmcliverty@cfcc.edu

Thomas McMillon
Program Director HVAC
Diploma, A.A., Cape Fear Community College
e-mail: tmcmillon@cfcc.edu

Lucinda B. McNamara
Film
B.A., Salisbury University
M.A., San Diego State University
e-mail: lmcnamara@cfcc.edu

Scott McNeil
Assistant Network Administrator
A.A.S., Cape Fear Community College
Network+ Certified Network Professional
Aruba Certified Mobility Associate
Aruba Certified Mobility Professional
Aruba Certified Solutions Professional
Bomgar Certified Representative
e-mail: scottmcneil@cfcc.edu

Kerry McShane-Moley
English
A.A., Brevard Community College
B.A., M.A., University of North Carolina - Wilmington
e-mail: kmoley@cfcc.edu

Albert Meadowcroft
Welding
B.A., University of North Carolina - Wilmington
NCCER Welding Instructor Certification
e-mail: ameadowcroft@cfcc.edu

Valerie Melvin
Mathematics
B.S., M.A., University of North Carolina - Wilmington
e-mail: vmelvin@cfcc.edu

Meredith A. Merrill
English
B.A., M.A.T., University of North Carolina - Wilmington
e-mail: mmerrill@cfcc.edu

Amy Merritt
A.D.N.
A.D.N., Sampson Community College
B.S.N., University of North Carolina - Wilmington
M.S.N., East Carolina University
e-mail: amerritt@cfcc.edu

John Metzger
English
B.A., University of North Carolina - Wilmington
M.A., North Carolina State University
e-mail: jmetzger@cfcc.edu

Jeffrey Miles
Senior Human Resources Generalist
A.A., Cape Fear Community College
B.S., University of North Carolina - Wilmington
e-mail: jmiles@cfcc.edu

Joshua Miller
English
B.A., Appalachian State University
M.A.T., University of North Carolina - Wilmington
e-mail: joshuamiller@cfcc.edu

Daryl Minus
Vice President for Student Services and Enrollment Management
B.S., Hampton University
M.S. New York University
Ed.D., University of Phoenix
e-mail: dminus@cfcc.edu

Susan D. Mock
Reference Assistant
B.A., University of North Carolina - Wilmington
e-mail: smock@cfcc.edu

Melissa Moon
Communication
B.A., M.A., Auburn University
e-mail: mmoon@cfcc.edu

Claude S. Moore
Mathematics and Physical Education Department Chair
B.S., University of North Carolina - Pembroke
M.A., DePauw University
Ed.D., Virginia Polytechnic Institute and State University
e-mail: cmoore@cfcc.edu

Joseph Morris
Basic Skills
B.A., University of North Carolina - Wilmington
e-mail: jmorris@cfcc.edu

James (Jim) Morton
Vice President of Business & Financial Services
B.S., University of North Carolina - Wilmington
e-mail: jmorton@cfcc.edu

Jennifer Muehrcke
Music
B.M., Kent State University
M.M., Louisiana State University
D.M.A., University of Washington
e-mail: jmuehrcke@cfcc.edu

Laura Muldowney
Program Director Phlebotomy
A.A.S., Horry-Georgetown Technical College
B.S., Coastal Carolina University
M.S., United Sports Academy
Phlebotomy Certification ASCP
e-mail: lmuldowney@cfcc.edu

Mandy Murfee
English
B.A., Tulane University
M.A., University of Mississippi
e-mail: mmurfee@cfcc.edu

Lynn Murphy
Workforce Development Training Coordinator
B.A., Pennsylvania State University
e-mail: lmurphy@cfcc.edu

Chardon Murray
Sociology
B.F.A., B.A., M.A., University of North Carolina - Wilmington
e-mail: clmurray724@mail.cfcc.edu

Ericka S. Myers
Communication/Speech
B.S., Northern Michigan University
M.A., Wichita State University
e-mail: emyers@cfcc.edu

Rachel Nadeau
Executive Director of Community Relations
B.A., University of Southern Indiana
e-mail: rnadeau@cfcc.edu

Mary Ellen Naylor
Program Director Dental Hygiene Certified Dental Assistant
Certificate, Raleigh County Vocational Technical Center, Dental Assisting
A.A.S., West Virginia Institute of Technology
B.S.D.H., University of North Carolina - Chapel Hill
M.H.A., University of North Carolina - Charlotte
e-mail: mnaylor@cfcc.edu

Daniel Norris
Biology
B.S., University of North Carolina - Wilmington
M.S., University of Guam
e-mail: dnorris@cfcc.edu

Allison H. Nye
Physical Education
B.A., University of North Carolina - Wilmington
M.A. Ed., East Carolina University
e-mail: anye@cfcc.edu

Christine Oakley
English
B.A., M.A., University of North Carolina - Wilmington
e-mail: coakley@cfcc.edu

Frank O'Hara
Microsoft System Engineer
B.Tech., Charleston Southern University
e-mail: fohara@cfcc.edu

John Olsen
Program Director Boat Manufacture and Service
Boat Building Certification, Cape Fear Community College
ABYC Certified Marine Electrician
ABYC Certified Marine Systems Technician
e-mail: jolsen@cfcc.edu

Rebecca Owens
A.D.N.
B.S.N., University of North Carolina - Wilmington
M.S.N., University of North Carolina - Greensboro
e-mail: raowens656@cfcc.edu

Victoria Paige
Art
A.A., Peace College
B.F.A., East Carolina University
M.F.A., University of Colorado - Boulder
e-mail: vpaige@cfcc.edu

Ruthanne Palumbo
A.D.N.
A.A., Cape Fear Community College
M.S.N., University of North Carolina - Wilmington
Certified Nurse Educator
e-mail: rpalumbo@cfcc.edu

James E. Parker
Information Technology
A.A.S., Cape Fear Community College
e-mail: jeparker@cfcc.edu

James Parker
Interim Manager for Facilities, Maintenance & Custodial Services
Certificate, Cape Fear Community College
e-mail: jparker@cfcc.edu

Tanesha K. Parker
Spanish
B.A., University of North Carolina - Wilmington
M.A.T., University South Carolina
e-mail: tjparker@cfcc.edu

Bradley Parnell
Biology
B.S., University of North Carolina - Pembroke
M.S., University of North Carolina - Wilmington
e-mail: bparnell@cfcc.edu

Tammie Parris
Surf City Center Coordinator
A.A.S., Coastal Carolina Community College
CRC Gold Certification
LERN Certified Program Planner
e-mail: tparris@cfcc.edu

Dylan Patterson
English
B.A., University of Pennsylvania
M.F.A., Naropa University
email: dpatterson@cfcc.edu

Peggy Peoples
Transcript Evaluation Coordinator
A.A.S., B.S., Mount Olive College
e-mail: ppeoples@cfcc.edu

Kim S. Percell
Chemistry
B.S., Colorado State University
M.S., University of Tennessee
e-mail: kpercell@cfcc.edu

Abigail Perry
Art
B.F.A., M.F.A., East Carolina University
e-mail: aperry@cfcc.edu

Melissa Peterson
Dental Hygiene
A.A., Peace College
A.A.S., Cape Fear Community College
B.A., University of North Carolina - Wilmington
e-mail: mpeterson@cfcc.edu

Laurel A. Pettys
Program Director Real Estate
B. Arch., Tulane University
M.B.A., University of North Carolina - Wilmington
M.Arch., Tulane University
e-mail: lpettys@cfcc.edu

Eric Pittenger
Mathematics
B.S., St. Marys College of Maryland
M.S., Troy State University of Alabama
M.S., University of North Carolina - Wilmington
e-mail: epittenger@cfcc.edu

Patrick Pittman
Director of Career & Testing Services
B.A., University of North Carolina - Wilmington
M.A., East Carolina University
e-mail: ppittman@cfcc.edu

Michael Plumer
Healthcare & Life Sciences Director
B.S., Adelphi University
B.S., University of New Hampshire
M.P.H., University of North Carolina - Chapel Hill
e-mail: mplumer@cfcc.edu

Darren Poe
Law Enforcement Training Coordinator
Criminal Justice Instructor Certification
e-mail: dpoe@cfcc.edu

Timothy R. Pollock
Campus Police Lieutenant
A.A.S., Clark State Community College
B.S., Park College
e-mail: ppollock@cfcc.edu

Conrad M. Pope
Printing Services Manager
A.A.S., Cape Fear Community College
e-mail: cpope@cfcc.edu

Rebecca F. Porter
Director Public Safety
A.A.S., Cape Fear Community College
B.S., Shaw University
e-mail: bporter@cfcc.edu

Tammy Powell
Program Director Interior Design
B.S., East Carolina University
e-mail: tpowell@cfcc.edu

Kris Pratt
Senior Network Administrator
A.A.S., Cape Fear Community College
A+ Certified Service Technician
Certified Novell Administrator (CNA) 4, 5, and 6
Certified Novell Engineer (CNE) 4, 5, and 6
Cisco Certified Network Associate (CCNA)
e-mail: kpratt@cfcc.edu

Jane Puckett
Economics
A.A., A.A.S., Wilkes Community College
B.S., B.A., M.B.A., Western Carolina University
e-mail: jpuckett@cfcc.edu

Deborah Quinn
Art
B.A., University of North Carolina - Wilmington
M.F.A., East Carolina University
e-mail: dquinn@cfcc.edu

D. Wade Quinn, Jr.
Director of Purchasing and Inventory
A.A., Wayne Community College
e-mail: wquinn@cfcc.edu

Jason Ransom
Bookstore Assistant Manager
B.S., University of North Carolina - Wilmington
e-mail: jransom@cfcc.edu

Kathryn Reeves
Director of Budgeting B.S., University of Virginia
M.S.A.C., University of North Carolina - Wilmington
e-mail: kreeves@cfcc.edu

Daniel C. Reid
Program Director Fire Protection Technology
A.A.S., Coastal Carolina Community College
B.S., M.B.A., Columbia Southern University
NC Certified - Firefighter II, Fire Officer II, Level I
Inspector, EMT-B
e-mail: dreid@cfcc.edu

Jennifer K. Renshaw
Program Director Occupational Therapy Assistant
A.A.S., Cape Fear Community College
M.S.OT., Belmont University
OT.D, Rocky Mountain University of Health Professions
e-mail: jrenshaw@cfcc.edu

Erica Reynolds
Mathematics
B.A., M.A., Florida Gulf Coast University
e-mail: ereynolds@cfcc.edu

Lesley Richardson
English
B.A., M.F.A., University of North Carolina - Wilmington
e-mail: lesleyrichardson@cfcc.edu

Matthew Rivenbark
System Administrator
A.A.S., Cape Fear Community College
Certificate, MicroComputer System Technology
Certificate, Computer Information Systems
Certificate, MCSE
Windows 2012 Server Infrastructure
A+ Certified
Net+ Certified
Certified Novell Administrator (CNA), 5 & 6
Certified Novell Engineer (CNE), 5 & 6
e-mail: mrivenbark@cfcc.edu

Margaret Robison
Executive Director for Institutional Advancement
A.A., Peace College
B.S., East Carolina University
M.Ed., University of North Carolina - Greensboro
e-mail: mrobison@cfcc.edu

Emmanuel Rodriguez
Program Director Mechatronics
A.A.S., A.G.E., Cape Fear Community College
Certified Journeyman Electronics Technician-
Telecommunications
e-mail: erodriguez@cfcc.edu

Jason S. Rogers
Marine Technology Department Chair
B.S., M.S., University of North Carolina - Wilmington
e-mail: jrogers@cfcc.edu

Shawna Rowe
Fishing Gear-Environmental Chemistry
A.A.S., Cape Fear Community College
B.S., University of North Carolina - Wilmington
M.S., North Carolina State University
e-mail: srowe@cfcc.edu

Shawn M. Russell
Business Administration
A.A., Washtenaw Community College
B.S., NC A&T State University
M.B.A., University of North Carolina - Wilmington
Ed.D., North Carolina State University
e-mail: srussell@cfcc.edu

Trisa C. Russell
Information Technology
A.A.S., Alamance Community College
A.A.S., Durham Technical Community College
B.S., Mount Olive College
M.B.A., Webster University
Website Developer Certificate, East Carolina University
e-mail: trussell@cfcc.edu

Cheryl M. Saba
English
B.A., M.A., University of North Carolina - Wilmington
Certified Online Instructor
e-mail: csaba@cfcc.edu

Kate J. Santhuff
Educational Partnerships Liaison
B.S., Northwestern University
M.A., Emerson College
e-mail: ksanthuff@cfcc.edu

Rachel Satzman
Anthropology
B.A., Fort Lewis College
M.A., New School University
e-mail: rsatzman@cfcc.edu

John Schulte
Psychology Instructor/Phi Theta Kappa Advisor
B.A., University of Missouri St Louis
M.S., Indiana State University
Psy.D, Central Michigan University
e-mail: jschulte@cfcc.edu

Joy Schultz
Program Director Interpreter Education
B.A., University of Tennessee
M.S., Rochester Institute of Technology
e-mail: jschultz@cfcc.edu

Kenneth Seino
Learning Lab Coordinator
B.ME., M.M., Michigan State University
e-mail: kseino@cfcc.edu

Matthew Sevier
Microsoft System Administrator
Microsoft Certification, Santa Barbara Business College
e-mail: msevier@cfcc.edu

Jonathan W. Shands
Mathematics
B.S., M.S., Middle Tennessee State University
e-mail: jshands@cfcc.edu

Benjamin Shaw
Business Administration
B.S., M.B.A., University of North Carolina - Wilmington
e-mail: bshaw@cfcc.edu

Yuna Shin
German
B.A., M.A., University of California - Irvine
M.A., Princeton University
e-mail: yshin@cfcc.edu

Angie Shipp-Pennock
Biology
B.A., M.S., University of North Carolina - Wilmington
e-mail: mshipp-pennock@cfcc.edu

Eddie Sholar
Program Director Computer-Integrated Machining
A.A.S., Cape Fear Community College
e-mail: esholar@cfcc.edu

Marc A. Siegel
Music
B.A., University of North Carolina - Wilmington
M.M., East Carolina University
e-mail: msiegel@cfcc.edu

C. Giovanni Simpson
Basic Skills
B.A., University of North Carolina - Wilmington
e-mail: clevicisimpson@cfcc.edu

Peter A. Simpson
Marine Superintendent
A.A.S., Cape Fear Community College
B.A., University of North Carolina - Wilmington
U.S.C.G. 1600 Ton Captains License
e-mail: psimpson@cfcc.edu

Gary Sims
Communications Specialist
e-mail: gsims@cfcc.edu

Melissa Singler
Vice President of Academic Affairs & Workforce Development
B.A., M.S.A., University of North Carolina - Wilmington
e-mail: msingler@cfcc.edu

Philip L. Singleton
Music
B.M., Bowling Green State University
M.M., University of Georgia
e-mail: psingleton@cfcc.edu

Daniel G. Smith
Psychology
B.A., University of North Carolina - Chapel Hill
M.A., University of North Carolina - Wilmington
e-mail: danielsmith@cfcc.edu

Michael W. Smith
Program Director Plumbing
A.G.E., Cape Fear Community College
NC Plumbing and HVAC Contractors License
NC General Contractors License
e-mail: msmith@cfcc.edu

Suzanne S. Smith
History
B.A., High Point University
M.A., University of North Carolina - Greensboro
e-mail: ssmith@cfcc.edu

Joy L. Smoots
Science Department Chair
B.S., M.S., Eastern Illinois University
e-mail: jsmoots@cfcc.edu

Jessica Snoberger
Biology
B.S., Southampton College of Long Island University
M.S., University of North Carolina - Wilmington
e-mail: jsnoberger@cfcc.edu

Elizabeth Snow
A.D.N.
B.S.N., M.S.N., University of North Carolina - Charlotte
M.A., North Carolina A&T University
M.A., Pfeiffer University
e-mail: esnow@cfcc.edu

Joyce Spears
Early Childhood Education
B.S., Appalachian State University
M.A.E.D., East Carolina University
e-mail: jspears@cfcc.edu

Shana Sperry
Mathematics
B.S., Lynchburg College
M.S., University of North Carolina - Wilmington
e-mail: ssperry@cfcc.edu

Kellee A. Stacks
Program Director Sonography
B.S., University of Pittsburgh
Certificate, University of Pittsburgh Medical Center School of Radiologic Technology
RDMS, Gulfcoast Ultrasound Institute and Bowman Gray School of Medicine
RDMS, RVT, American Registry for Diagnostic Medical Sonography
R.T.(R), American Registry of Radiologic Technologists
e-mail: kstacks@cfcc.edu

Kelly N. Stanley
Psychology
A.A., Cape Fear Community College
B.A., M.A., University of North Carolina - Wilmington
e-mail: kstanley@cfcc.edu

Ellen Stash
Senior Financial Aid Coordinator
A.A., Cape Fear Community College
B.A., University of North Carolina - Wilmington
e-mail: estash@cfcc.edu

Emily Smyth Stein
Mathematics
B.A., North Carolina State University
M.S., University of North Carolina - Wilmington
e-mail: estein@cfcc.edu

Charisse Stephens
Chemistry
A.S., Cape Fear Community College
B.S., M.S., University of North Carolina - Wilmington
e-mail: cstephens@cfcc.edu

Pamela Stewart
Assistant ERP Administrator
A.A., Cape Fear Community College
B.S., University of North Carolina - Wilmington
e-mail: pstewart@cfcc.edu

Lewis Stroud
Director of Student Services, North Campus
B.S., Saint Andrews Presbyterian College
M.A.Ed., Trident University
e-mail: lstroud@cfcc.edu

Sohail Sukhera
Information Technology
B.A., Franklin and Marshall College
M.S., University of Virginia
e-mail: ssukhera@cfcc.edu

Andrew Sumerel
Physics
B.S., M.S., University of North Carolina - Charlotte
M.S., University of North Carolina - Wilmington
e-mail: asumerel@cfcc.edu

Allison Sutphin
Nursing Simulation/Lab Coordinator
B.S.N., Radford University
M.S.N., East Carolina University
e-mail: asutphin@cfcc.edu

Robert C. Sutton
Religion/Philosophy
B.A., Virginia Wesleyan College
M.Div., Drew Theological School
M.Phil., Ph.D., Caspersen School of Graduate Studies, Drew University
e-mail: rsutton@cfcc.edu

Tina Swanno
Criminal Justice
B.A., State University of New York
M.A., University of North Carolina - Wilmington
Retired Police Officer
e-mail: tswanno@cfcc.edu

Paul M. Sweeney
Program Director Criminal Justice
A.A. Horry-Georgetown Technical College
B.A.I.S., Coastal Carolina University
M.C.J., University of South Carolina Certified Police Officer
Certified Protection Professional
e-mail: psweeney@cfcc.edu

Lynn Sylvia
Events Logistic Coordinator
B.A., Elon University
e-mail: lsylvia@cfcc.edu

Erica Talbert
Basic Skills Director
B.A., University of North Carolina - Chapel Hill
M.S., Indiana University
e-mail: etalbert@cfcc.edu

Stacey V. Tatum
Spanish
B.A., Lenoir-Rhyne College
M.A., Appalachian State University
e-mail: statum@cfcc.edu

H. Michael Taylor
Program Director Welding
Vocational Diploma, Cape Fear Community College
B.A., University of North Carolina - Wilmington
Certified Welding Inspector
Certified Welding Educator
e-mail: mtaylor@cfcc.edu

Laura Taylor
Mathematics
B.A., M.A., University of North Carolina - Wilmington
e-mail: ltaylor@cfcc.edu

Nina Taylor
Director, FTE Compliance Review
A.A., Craven Community College
B.S., East Carolina University
e-mail: ntaylor@cfcc.edu

Rhonda D. Tighe
Program Director Early Childhood
B.S., M.S., Elmira College
e-mail: rtighe@cfcc.edu

Aimee Timberlake Helmus
Director, Disability Support Services
B.S., Radford University
M.Ed., University of North Carolina - Wilmington
e-mail: ahelmus@cfcc.edu

Larry Tingen
Mathematics
B.S., Western Carolina University
M.S., University of North Carolina - Wilmington
e-mail: lltingen@cfcc.edu

David Tomczyk
Mathematics
B.S., M.S., Oakland University
e-mail: datomczyk@cfcc.edu

Henry Tootoo
Maintenance Coordinator
A.A.S., Cape Fear Community College
e-mail: htootoo@cfcc.ecu

Donald E. Turner
Mathematics A.A., Lee College
B.S., M.Ed., Texas A & M University
e-mail: dturner@cfcc.edu

Shauna Turner
Information Technology
B.S., M.S., University of North Carolina - Wilmington
M.E., North Carolina State University
e-mail: sturner@cfcc.edu

William (Robert) Turner, III
Dean, Continuing Education
B.A., University of North Carolina - Chapel Hill
M.S., Webster University
email: rturner@cfcc.edu

Gwendolyn Tyson
Counselor
B.S., M.S., East Carolina University
Ph.D., Mississippi State University
e-mail: gtyson@cfcc.edu

Donna Uguccioni
Biology
B.S., M.S., University of North Carolina - Wilmington
e-mail: duguccioni@cfcc.edu

Elizabeth Vance
Program Director Truck Driver Training
Certificate, Cape Fear Community College
10 years truck driving experience
e-mail: evance@cfcc.edu

Mark X. VanCura
Biology
B.S., Benedictine University
M.S., Loyola University
J.D., Northern Illinois University
Ph.D., Medical University of America
e-mail: mvancura@cfcc.edu

Timothy Vandenberg
TV/Video Production Specialist
B.S., Western Carolina University
e-mail: tvandenberg@cfcc.edu

Greg Vandergriff
Information Technology
A.A.S., Cape Fear Community College
B.S.I.T., East Carolina University
COMPTIA: A+ Certified Service Technician
COMPTIA: Network + Certified Network Technician
Certified Novell Administrator (CNA) 6 and 6.5
Novell Academic Instructor (NAI) 6 and 6.5
e-mail: gvandergriff@cfcc.edu

Susan Venters
Esthetics
Certificate, Cape Fear Community College
A.A., University of North Carolina - Wilmington
e-mail: sventers@cfcc.edu

Janet von Kolnitz
Program Director Architectural Technology
B.Tech., Appalachian State University
e-mail: jovonkolnitz@cfcc.edu

Colette Waddill
ADN
A.D.N., John Tyler Community College
B.S.N., Virginia Commonwealth University
M.S.N., University of Phoenix
e-mail: cwaddill@cfcc.edu

Mitford Walker
Masonry
e-mail: mwalker@cfcc.edu

Ann M. Wall
Mechanical Engineering Technology
A.A.S., Cape Fear Community College
AutoCAD Certified Professional
e-mail: awall@cfcc.edu

Brad Walls
Biology
B.S., University of North Carolina - Wilmington
M.S., East Carolina University
e-mail: abwalls@cfcc.edu

Holly Walters
Biology
B.S., University of North Carolina - Chapel Hill
Ph.D, Wake Forest University
e-mail: hwalters@cfcc.edu

James A. Walters
Mathematics
B.A., Marshall University
M.Ed., North Carolina State University
e-mail: jwalters@cfcc.edu

John Ward
Program Director Basic Law Enforcement Training
Certificate, West Virginia State Police Academy
B.A., Marshall University
M.S., Indiana State University
Certified Law Enforcement Officer
e-mail: jward@cfcc.edu

M. Melissa Watson
Business Department Chair
B.S., Mount Olive College
MBA, Webster University
Web Development Certificate, East Carolina University
Project Management Certificate, University of North Carolina - Wilmington
e-mail: mwatson@cfcc.edu

Christa Weaver
English
B.A., Old Dominion University
M.A., University of North Carolina -Wilmington
e-mail: cweaver@cfcc.edu

Brian Weeks
Lead Educational Partnerships Liaison
B.A., M.A., University of North Carolina - Wilmington
e-mail: bweeks@cfcc.edu

Stephanie Weinzapfel
Production Manager A.A.S., Full Sail University
B.A., University of Southern Indiana
e-mail: sweinzapfel@cfcc.edu

Kenneth Wells
Program Director Landscape Gardening
B.S., Virginia Polytechnic University
e-mail: kwells@cfcc.edu

Judy Whaley
Sewing
e-mail: jwhaley@cfcc.edu

Sherrie Whitehead
Art
B.S., Frostburg State University
M.F.A., Savannah College of Art & Design
e-mail: swhitehead@cfcc.edu

Patrick Whitfield
Financial Aid Coordinator - Scholarships
A.A.S., Cape Fear Community College
B.S., Mount Olive College
e-mail: pwhitfield@cfcc.edu

Daniel Wilcox
Campus Police Chief
B.S., Mountain State University
e-mail: dwilcox@cfcc.edu

Margo Williams
English
B.A., North Carolina Central University
M.F.A., Emerson College
e-mail: mwilliams@cfcc.edu

Scotty Williams
Information Technology
B.S., Elizabeth City State University
M.B.A., M.A., Webster University
e-mail: swilliams@cfcc.edu

Tracy Williams
Medical Office Administration
B.S., M.B.A., East Carolina University
e-mail: twilliams@cfcc.edu

Gregory J. Williams, Jr.
Computer Facilitator
B.S., East Carolina University
e-mail: gwilliams@cfcc.edu

Donald R. Wilson
Physical Education
B.S., East Tennessee State
M.S., Winthrop University
e-mail: dwilson@cfcc.edu

Keith L. Wilson
Information Technology
B.A., Brigham Young University
M.S., University of Phoenix
Graduate Certificate in Community College Teaching, North Carolina State University
e-mail: kwilson@cfcc.edu

Lauren Wilson
Assistant Registrar
B.A., Hiram College
e-mail: lwilson@cfcc.edu

Diane Withrow
Program Director Hotel/Restaurant Management
B.S., Illinois State University
M.S., Florida International University
e-mail: dwithrow@cfcc.edu

John Wojciechowski
Program Director Sustainability Technologies
B.Arch., M.Arch., Tulane University Registered NC Architect
Member, American Institute of Architects
LEED Accredited Professional
Certified Energy Auditor
e-mail: jwojciechowski@cfcc.edu

Jennifer Workman
Occupational Therapy Assistant Instructor/Fieldwork Coordinator
B.S., East Carolina University
e-mail: jworkman@cfcc.edu

Jennifer Young
English
B.A., Augusta State University
M.A., University of North Carolina - Wilmington
e-mail: jyoung@cfcc.edu

Rodney Young
Counselor
B.S., M.S., East Carolina University
e-mail: ryoung@cfcc.edu

Larolyn S. Zylicz
Psychology
B.A., M.A., East Carolina University
Ed.D., Clemson University
e-mail: lzylicz@cfcc.edu

Index

About the College 2
Academic Advising Center 9
Academic Forgiveness 23
Academic Honors..25
Academic Information 17
Academic Integrity/Cheating and Plagiarism 24
Academic Program Change 22
Academic Program of Study...................................22
Academic Warning and Probation 24
Accounting..81
Admission of International Students..........................7
Admission of Non-degree Seeking Student 5
Admission of Out-of-State Students 7
Admission of Transfer Students................................5
Admission of Transient Students 6
Admissions...5
Advanced Placement..20
Air Conditioning, Heating, and Refrigeration Technology.84
Alston W. Burke Center 57
Appeal Process for Probationary Semester....................28
Applying for Financial Aid 27
Architectural Technology......................................84
Associate Degree Nursing (RN) 149
Associate in Applied Science, Diploma, and Certificate Programs.....................................81
Associate in Arts 66
Associate in Fine Arts Pre-Major..............................75
Associate in General Education...............................81
Associate in Science 71
Athletics and Intramural Activities 33
Attendance Policy 17
Auditing Courses 16
Automotive Customizing Technology 86
Automotive Systems Technology 87
Available Aid Programs 26
Baking and Pastry Arts..89
Banking and Finance...94
Basic Law Enforcement Training 90
Basic Skills and Career Readiness Department 15/50
Boat Building (Wooden) 90
Boat Manufacture and Service.................................91
Bookstore 32
Burgaw Center 57
Business Administration 92
CAD Drafting..144
Campus Visits 9
Cardiovascular Sonography....................................97
Career and Testing Services...................................11
Carpentry..97
Catalog of Record 25
CFCC Honors Program...26
CFCC Student Code of Conduct...............................39
Change of Name/Address 36
Chemical Technology 98
Children on Campus Policy 36
CLEP - College Level Examination Program.................20
Clubs and Organizations 34
College Calendar..3
College Closings or Delays....................................18
College Opportunities for High School Students..............6
College Transfer Programs 66
College Transfer/University Parallel General Information and Articulation Agreements.................................60
Collision Repair and Refinishing Technology 99
Community Enrichment Department 52
Community Spanish Interpreter...............................100
Computer Acceptable Use Policy 38
Computer Competency 25
Computer Forensics 136
Computer-Integrated Machining..............................101
Conduct Warning, Probation, Suspension, and Expulsion..45
Construction Management Technology 102
Continuing Education Division................................49
Continuing Education Services................................15
Corporate and Continuing Education Department.............54
Cosmetology 104
Cosmetology Instructor..105
Counseling 9
Course Descriptions...164
Course Load 16
Course Repeat Policy...23
Credit by Proficiency 20
Crime Awareness and Campus Security Policy 44
Criminal Justice Technology..................................106
Culinary Arts...108
Customer Service...94
DANTES Subject Standardized Tests..........................21
Degree Audit 25
Dental Assisting 110
Dental Hygiene 111
Developmental Studies 11
Diesel and Heavy Equipment Technology....................113
Directory Information 37
Disability Support Services.....................................9
Drafting...143
Dress 36
Drug and Alcohol Policy.......................................39
Early Childhood Education....................................156
Educational Partnerships.......................................21
Electrical Systems Technology 117
Electronic Signature Policy for Students 31
Electronics Engineering Technology 119
Eligibility After Graduation 27
Emergency Evacuation 49
Emergency Medical Science..................................121

Entrepreneurship ... 94
Esthetics Technology ... 122
Evacuation of Buildings ... 49
Expenses ... 31
Experiential Learning ... 22
Failure to Achieve Satisfactory Academic Progress ... 28
Film and Video Production Technology ... 122
Final Grades ... 19
Financial Aid ... 26
Financial Need and Expected Family Contribution ... 27
Fire Protection Technology ... 124
Foundation Scholarships ... 30
General Admissions Process ... 7
General Course Information ... 49
General Education Values Statement ... 60
General Information ... 36
Grade Appeal Procedure ... 23
Grading and Grade Point Averages ... 17
Grading Scale ... 17
Grading System ... 17
Graduation Fees ... 32
Graduation Needs ... 25
Grievance Procedures ... 47
Health Services ... 15
Healthcare and Life Sciences Department ... 55
Healthcare Business Informatics ... 125
High School Equivalency Exam Testing ... 11
Hospitality Management ... 126
Housing ... 36
Human Resources Development Program ... 15
Inclement Weather ... 18
Incomplete Grades ... 20
Independent Study ... 22
Index ... 305
Industrial Systems Technology ... 128
Information Systems Administration ... 134
Information Systems Security ... 132/135
Information Technology ... 130
Institutional Indebtedness ... 32
Insurance ... 31
Intent to Graduate ... 25
Interior Design ... 137
International Business ... 94
Interpreter Education ... 138
Intramural Program ... 33
Jeanne Clery Act ... 48
Judicial Board ... 46
Kitchen and Bath Design ... 138
Landscape Gardening ... 139
Learning Lab ... 14
Learning Resource Centers ... 15
List of Transfer Courses ... 12
Local Board of Trustees ... 1
Lost and Found ... 36
Maintaining Eligibility for Veterans Educational Benefits ... 30
Management and Supervision ... 95
Marine Technology ... 142
Maximum Time Frame ... 29
Maximum Time Frame Appeal ... 29
Mechanical Engineering Technology ... 143
Mechatronics Engineering Technology ... 145
Medical Office Administration ... 146
Medical Sonography ... 147
Mission Statements ... 2
Music ... 77
myCFCC ... 9
Network Administration ... 133
Network Technology ... 135
North Carolina Diagnostic Assessment and Placement Test ... 11
North Carolina High School to Community College Articulation Agreement ... 22
Notification of Awards ... 27
Nuclear Technology ... 148
Nurse Aide ... 151
Nursing Programs ... 149
Occupational Therapy Assistant ... 151
Off-Campus Groups and Individuals ... 18
Office Systems ... 93/95
On-Campus Groups and Individuals ... 18
Online Learning ... 15/57
Operating Systems Administration ... 136
Orientation ... 9
Paralegal Technology ... 152
Parking ... 36
Parking and Security Permits ... 31
Partnerships with Business and Industry ... 21
Partnerships with Community Agencies ... 21
Patent and Copyright Policy ... 37
Personnel in the Armed Services ... 32
Pharmacy Technology ... 154
Phi Theta Kappa ... 33
Phlebotomy ... 156
Placement Test Advising Guide ... 10
Placement Testing ... 11
Plumbing ... 156
Practical Nursing (LPN) ... 150
Prerequisites and Corequisites ... 24
President's Welcome ... 1
Procedures for Registering for Classes ... 16
Programs Not Eligible for Financial Aid ... 27
Programs of Study ... 58
Project Management ... 95
Provisional Admission ... 6
Public Complaint Procedures ... 47
Public Safety Department ... 56
Qualitative and Quantitative Standards ... 28

Radiography....157
Re-Admission of Curriculum Students....6
Real Estate Licensing....158
Refund of Tuition....32
Registration Information....16
Renewable Energy Technology....161
Requirements for Graduation....25
Residency Appeal....7
Retention and Graduation Rate Information....11
Retention Pond Management....141
Retest Policy....11
Return Check Guidelines....32
Return of Federal Funds....29
Right of Appeal....24
Rights of Administration....38
Rights of Faculty....37
Rights of Parents....37
Rights of Students....37
Satisfactory Academic Progress....27
Satisfactory Progress Standards....24
Selective Admissions/Health Science Programs....5
Semester Hour Credit....16
Semester System....16
Services to Students....8
Sexual Harassment....42
Sexual Misconduct....42
Sexual/Gender Misconduct Plan and Plan Expectations....43
Social Activities....33
Software Development....133/135
Special Credit-Lifelong Learners....6
Staff and Faculty....285
State Board of Community Colleges....1
Student Activities....33
Student Advisement....17
Student Ambassadors....30
Student Ambassadors Program....33
Student Complaint Procedures....47
Student Expectations, Rights, and Responsibilities....36
Student Fees....32
Student Government Association....33
Student Identification Card....31
Student Participation in CFCC Activities....19
Student Publications....35
Student Records....36
Student Responsibilities....29
Student Veteran Attendance Policy....18
Surgical Technology....159
Sustainability Technologies....159
Sustainable Building Technologies....161
Sustainable Gardening....141
Textbooks, Educational Tools, and Fees....32
Theatre....78
Timing of Measurement....28
Tobacco Free Campus Policy....41
Transcript of Record....32
Translating Course Grades into GPA....17
Truck Driver Training....162
Tuition....31
Tuition/Fees/Books....29
Verification....27
Veterans Educational Benefits....30
Virtualization Technology....136
Vision Statement....2
Visual Arts....75
Vocational Rehabilitation....30
Waiver of Prerequisites and Corequisites....25
Weapons on Campus....49
Web Development....134/136
WebAdvisor....9
WebAdvisor (Online Registration)....16
Welding Technology....162
Where to Go for What....8
Withdrawal....16
Zero Tolerance Statement....41